

The Gospel Hall
Haverhill Road
Helions Bumpstead
HAVERHILL
Suffolk
CB9 7AF

Protection by Prevention

Policy - 2017

***09/09/2018
Rev C***

Guidelines on safeguarding
for the local church and
its children's worker

I. ISSUE LOG

Issue	Date	Purpose/Changes	Amended by
-	09/07/17	For Comment	T. Honeyball
A	19/07/17	Draft	T. Honeyball
B	19/07/17	Final following review meeting	T. Honeyball
C	09/09/2018	Updated to reflect GDPR, plus minor amendments	T. Honeyball

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IV. INTRODUCTION

The Christians meeting at The Gospel Hall have a mind to implement and manage an up to date and effective church safeguarding policy for the protection of children and vulnerable adults

This is not a reluctant response to current legislation but a positive opportunity for the church to demonstrate the love of Christ in a community increasingly marked by violence and abuse

To this end, the primary aim of this policy is to protect the children who are in the church's care

In order to achieve this, the policy gives guidelines that will enable children's workers to provide a safe, caring environment while avoiding compromising situations that could lead to accusations of abuse

This document will be given to all children's workers at their induction and is available to all church members and parents/carers of children

A copy has also been sent to Social Services and the Churches' Child Protection Advisory Service.

The definition of a children's worker in the context of this document is any person from the church who attends activities involving children or who transports children to and from such activities

This Prevention by Protection policy builds on and incorporates legislation and government expectations for children and vulnerable adults. The legal framework for England includes the Children Acts 1989 and 2004, and, for adults with care and support needs, The Care Act 2014. This Prevention by Protection policy was originally based on the guidelines in the document "Safe from Harm 1993". It has since revised and updated to include guidance contained in the following documents "Working together to safeguard children" and "Safeguarding Children and Young People"

IV-a. AREAS OF POLICY

This policy also relies heavily on the "Safe & Secure Manual" provided by CCPAS. This contains 10 clear standards which are listed below:

1. Safeguarding Policy
2. Training and Awareness
3. Safer Recruitment
4. Management of Workers
5. Working Safely
6. Communicating Safely
7. Responding to Concerns
8. Pastoral Care
9. Managing those who Pose a Risk
10. Working in Partnership

Because the policy embraces the recommendations of the Churches' Child Protection Advisory Service (CCPAS). No part of this document may be copied by any individual or organisation without prior permission from CCPAS and this church

As a church we are committed to following the principles found within the Abuse of Trust guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues

The content of the policy has formed the basis of seminars for all children's workers in the church. (See Form 2)

The church leadership have signed the Policies Relating to the Use of Criminal Records Information (See Form 3) incorporating an equal opportunities statement and handling statement

1. THE SAFEGUARDING POLICY

1.1 CHURCH DETAILS

1.1.1 ADDRESS

The Gospel Hall
Haverhill Road
Helions Bumpstead
HAVERHILL
Suffolk
CB9 7AF

www.hbgospelhall.com

Hereafter "the church" refers to not only the physical, but also any activities which the Christians that meet at the above address have organised, run and support.

1.1.2 SAFEGUARDING RESPONSIBILITIES

Co-ordinator (Recruiter)	07765 112267	Timothy Honeyball
Co-ordinator	07883 799867	Elizabeth Ramsey

Transport Co-ordinators	01440 730230	Susan Ramsey
	07779 635404	Abigail Ramsey

Logbook Recorder:-

Easter @ Helions	01440 730230	Abigail Ramsey
Explorers	07779 635404	Belinda Ramsey
Tea 'N'	07815 700152	Sarah Honeyball

1.1.3 EMERGENCY TELEPHONE NUMBERS:

01799 586245	or	07934 799628	Phillip & Belinda Ramsey
01440 730230	or	07816 833823	Jonathan & Susan Ramsey
		07584 066423	Alex & Laura Howden
01799 586256	or	07907 332079	Justin & Joanne Ramsey

1.2 CHURCH ACTIVITIES

The following is a brief list of activities in which the church is engaged which involve children, young people and adults who have care and support needs.

1.2.1 CHILDREN & YOUNG PEOPLE

- Explorers
- Easter @ Helions
- Tea 'N' Tots

1.2.2 ADULTS WHO HAVE CARE AND SUPPORT NEEDS:

- None at present

1.3 POLICY STATEMENT

The church has adopted the following Policy Statement, which has been published and is displayed in the Hall as a sign of the church's commitment to this issue. (See Form 1)

- The church is committed to the safeguarding of children ensuring their well-being
- We recognise that the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures will reflect this
- We believe all adults should enjoy and have access to every aspect of the life of the church
- We undertake to exercise proper care in the appointment and selection of those who will work with children and vulnerable adults
- 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

We are committed to:

- Following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that all workers will work within the agreed procedure of our safeguarding policy
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005 and all other relevant legislation
- Supporting, resourcing and training those who undertake this work
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established the church
- Supporting all in the church affected by abuse
- We are committed to supporting parents and families
- We are committed to the nurturing, protection and safeguarding of children and young people
- We review this policy annually

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency
- Safeguarding is everyone's responsibility

2. RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

2.1 DEFINITIONS OF ABUSE (CHILDREN)

Abuse and neglect are forms 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 a stranger. They may be abused by an adult or adults or another child or children.

As we have not got any activities which run in Wales, Scotland or Northern Ireland, the definitions provided here apply to England only. However we recognise that there may be those present at activities organised by the church, who are from these regions and so the definitions for abuse in these areas are included in Appendix C

2.1.1 ENGLAND

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

2.1.1.1 What is abuse and neglect?

Abuse and neglect are forms 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 a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

2.1.1.2 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

2.1.1.3 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 cyberbullying), 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.

2.1.1.4 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 (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.

2.1.1.5 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.

2.1.2 FURTHER DEFINITIONS OF ABUSE

2.1.2.1 Munchausen's Syndrome by proxy

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children." The government issued guidance for professionals working in situations where Munchausen's is suspected in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

2.1.2.2 Significant harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. E.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

2.1.2.3 Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting an individual's right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

2.1.2.4 Domestic Violence

The Home Office definition of domestic violence is "any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological,
- physical,
- sexual,
- emotional or
- Financial abuse.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

**This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group."*

(Home Office: 'Domestic abuse: guidance and support for the armed forces community and Domestic violence' 2016).

2.1.2.5 Organised Abuse

'Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse'. (Government Guidelines - 'Working Together to Safeguard Children' 1999).

2.1.2.6 Child Prostitution

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse and their needs require careful assessment. (Government Guidelines - 'Working Together to Safeguard Children' 2015).

2.2 RECOGNISING POSSIBLE SIGNS OF ABUSE

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

2.2.1 PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which 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.*

2.2.2 INDICATORS OF POSSIBLE SEXUAL ABUSE

- Any allegations made by a child concerning sexual abuse
- A 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.
- A 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.*

2.2.3 EMOTIONAL SIGNS OF 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 with peers and/or adults
- Attention-seeking behaviour.
- Persistent tiredness
- Running away/stealing/lying.

2.2.4 RACE, CULTURE & RELIGION

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child-rearing do not justify child abuse.

**These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning. Approximately 20,000 are treated in accident and emergency departments in the UK each year.*

2.3 HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

2.3.1 GENERAL POINTS

- Above everything else **listen, listen, listen**
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – **do not** 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.
- 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
- As soon as possible write down what has been shared

2.3.2 HELPFUL RESPONSES

- You have done the right thing in telling
- That must have been really hard.
- I am glad you have told me
- It's not your fault
- I will help you.
- 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?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else."

2.3.3 CONCLUDING

- Again 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 (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the safeguarding Co-ordinator or Deputy Co-ordinator or contact an agency such as CCPAS for advice or go directly to Social Services/Police/NSPCC
- Consider your own feelings and seek pastoral support if needed.

2.4 MAKING NOTES

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place. (See Workers Action Sheet, (Form 14) and Skin Maps, (Form 15)).

2.5 RESPONDING TO CONCERNS FOR A CHILD OR AN ALLEGATION OF ABUSE

The responsibility of the Safeguarding Co-ordinator is to contact Social Services direct if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents in such circumstances. It may also be helpful to have the contact number for the police child protection team.

If a child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff should be informed of any child protection concerns. They have a responsibility to pass these concerns on to the statutory authorities.

If the concerns for the child centre around poor parenting it may be appropriate to speak to the parent/carer, offer practical domestic help and suggest, for example, a chat with the health visitor, doctor or the Social Services Department.

If a parent/carer is unwilling or frightened to seek help, then offer to accompany them. If they still fail to acknowledge the need for action it is possible to informally discuss the situation with Social Services without divulging their personal details (such as names and addresses) unless, of course, Social Services consider the situation to be serious enough to do so. In these circumstances it is important to realise there may be a bigger picture. Information may have come to light that might be a vital missing piece in the jigsaw. The Churches' Child Protection Advisory Service is available to give advice in these situations.

It is important to take older children's wishes into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

2.5.1 WHERE THERE ARE ALLEGATIONS OR CONCERNS OF SEXUAL ABUSE:

Contact Social Services (Out-of hours, the Emergency Duty Team). **Do not** try to investigate the matter. The important thing is to relay the information in order for Social Services and the Police to carry out an investigation and take appropriate action under Section 47 of the Children Act 1989.

In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Social Services, contact the police in order to facilitate a medical examination by a designated police surgeon. This could provide evidence, which could be used in any criminal prosecution. (Older young people are able to decline such an examination if they are considered to be of sufficient age and understanding). Do not touch or tamper with any evidence, such as stained clothing.

Do not tell the parents/ carers. They could be involved. It is also important no one else who might be involved is inadvertently alerted to the situation because this may lead to the child being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. Remember, the child's welfare must be the first consideration at all times.

Keep information on a "need to know" basis so that any alleged perpetrator is not "tipped off". The child or young person also has a right for their privacy to be respected as much as is possible.

Should the safeguarding co-ordinator not feel it necessary to refer the matter to Social Services but the children's worker (or anyone else) has serious concerns for the child's safety, then they should contact the relevant authorities directly. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime. The Churches' Child Protection Advisory Service can advise in cases of difficulty.

If the allegation is against a church leader who has responsibility for implementing the safeguarding policy, the referral should be made direct to Social Services or appropriate professional advice sought, e.g. from the Churches' Child Protection Advisory Service.

2.6 THIRD PARTY ALLEGATIONS

Where a third party alleges abuse is happening to a child, the role of the church worker is to gather as much information as possible from this person. They should be advised the information they have provided will be shared with the safeguarding co-ordinator and may result in a referral to the Social Services Department with their details. This is so that Social Services can contact them if necessary.

2.7 REASONS FOR NOT CONTACTING THE PARENT OR ALLEGED ABUSER

A child might make an allegation naming someone as an abuser. The allegation might be the absolute truth or it could be that a child feels safer to name someone else because they are being told not to tell. Alternatively, the child may be presenting the situation in a confused way.

The danger is, that if a parent/carer is told about the allegation, a police investigation could be ruined if by their reaction they inadvertently alert the abuser or take matters into their own hands and confront a person under suspicion. There is also the risk a parent/carer might physically assault the alleged perpetrator, which would not be helpful, particularly if they turn out to be innocent! Even if a parent reacts calmly to revelations about an alleged abuser, this could also arouse suspicion. So, it is important no one from the church informs the parent of the allegations at this stage. The decision to advise the parents/carer should be left to Social Services or the Police.

If contacted, the alleged abuser (if guilty) might try to silence the child with bribery or threats. He/she could remove any incriminating material - books, videos, photos, computer files. If he/she is not guilty, their initial reaction (e.g. shock, horror) could be indicative of their innocence. If they have already been 'tipped off', then less credence can be given to their reaction.

2.8 ALLEGATIONS AGAINST A CHURCH WORKER

If the alleged perpetrator has a role among children in the church, or has any contact with children, seek the advice of Social Services and the police before taking any action such as suspension of responsibility. During an enquiry, it will be necessary to supervise the worker as closely as possible without raising suspicion during the period between the matter coming to your attention, the authorities being informed and the appropriate action taken. The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.

As a church seeking to meet in accordance with New Testament principles, any allegations against a church worker may result in them being subject to discipline, which is determined in accordance with New Testament church principles by the recognised elders. In accordance with the above paragraph regarding allegations against a church worker, the co-ordinator and/or deputy may choose to discuss the measures detailed above with the church elders and how to maintain the principles with which we meet, whilst seeking to avoid raising any suspicions, following the advice of Social Services and following the principles laid out in this document with regard to responding to abuse, especially the Reasons for not contacting the parent or alleged abuser (section 2.7).

2.9 SUMMARY OF PROCEDURES

2.9.1 IF THE WORKER SUSPECTS A CHILD IS BEING ABUSED

The worker should:-

- Record the **Facts**
- Inform the Co-ordinator or Deputy

2.9.2 IF A CHILD DISCLOSES TO THE WORKER ABUSE BY SOMEONE ELSE

The worker should:-

- Allow the child to speak - do not interrupt, and accept what is said
- Alleviate feelings of guilt and isolation - do not pass judgment
- Offer support - explain that the worker must pass the information on
- Record the **Facts**
- Inform the Co-ordinator or Deputy

2.9.3 THE WORKER RECEIVES AN ALLEGATION ABOUT ANY ADULT OR THEMSELVES

The worker should:-

- Record the **Facts**

- Inform the Co-ordinator or Deputy
- Ensure no one is placed in a position that could cause further compromise

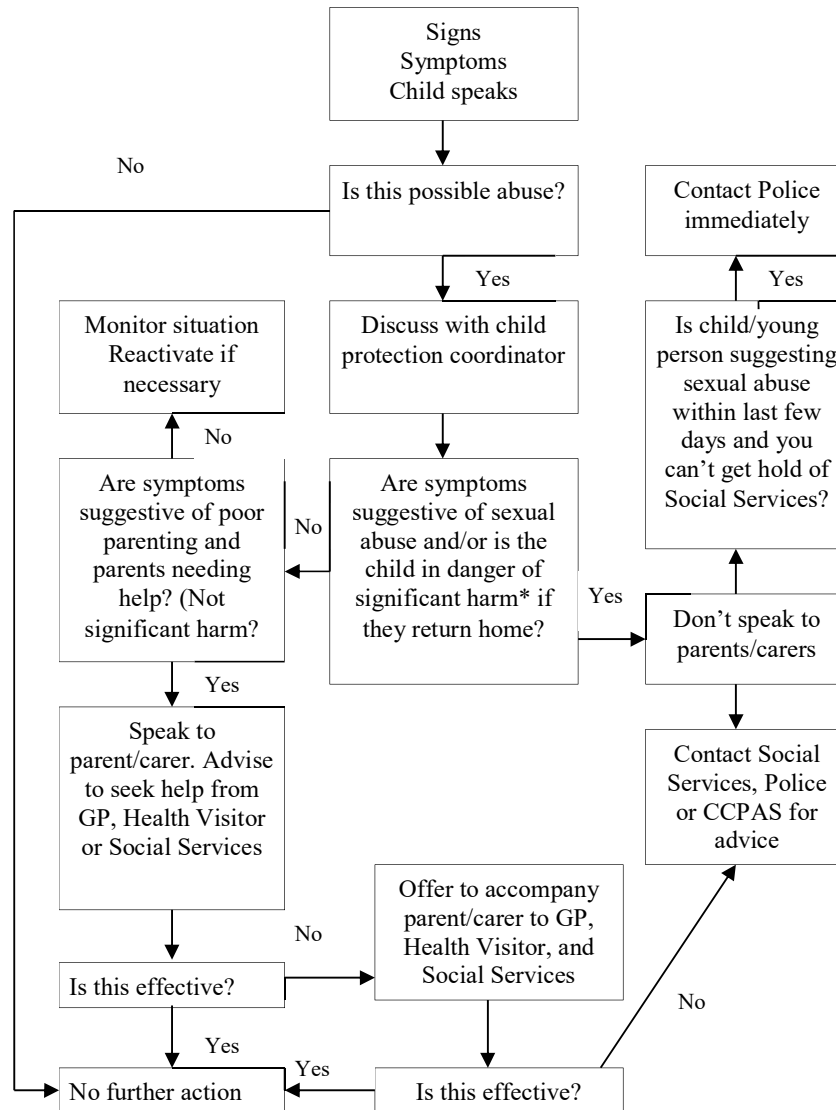
2.10 INVESTIGATIONS

Under no circumstances should the worker investigate the allegation or speak to the person(s) against whom the allegation is made, for the following reasons:-

- The worker does not have enough expertise
- The worker may create difficulties for other professionals
- The worker may alert the abuser-who may try and silence the abused

2.10.1 POLICE AND SOCIAL SERVICES INVOLVEMENT

The Police or Social Services may need to be involved but contacting them is the responsibility of the Co-ordinators where they deem this appropriate, or after taking advice from CCPAS. The exception is where serious assault has occurred and immediate action is necessary, e.g. where forensic evidence may be obtainable. An immediate attempt should be made to contact the Co-ordinators first, but if there is no response, time may dictate direct contact with the Police or Social Services.

2.11 FLOW CHART FOR ACTION

This is not a substitute for a formal safeguarding policy

3. PREVENTION

In recent years there has been a great deal of public concern expressed about the way in which unsuitable people, including sex offenders, have gained both voluntary and paid employment with children, young people and adults at risk of harm in places of worship, voluntary and other organisations.

Safer recruitment is vital because it minimises the likelihood of those who may be vulnerable being harmed by those in positions of trust. We recognise that in order for the church to carry out the activities mentioned later in this document, workers will be required, and that they could be invited by the leaders of the activities, or ask to assist and be involved in these activities. It follows therefore that leaders, workers and those holding a variety of other positions should undergo a thorough recruitment process.

In terms of recruitment there is no difference between a paid or voluntary position. The same process will be applied to both, particularly in relation to Disclosure checks.

3.1 APPOINTMENT OF WORKERS

The Co-ordinator and Deputy Co-ordinator are responsible for the appointment of workers and the ongoing supervision and training of all children's workers.

3.1.1 AGE OF A REGISTERED WORKER

The process is aimed at workers who are over 18 years of age. It is possible for workers over 16 to have some responsibility at the discretion of the leaders. They will be required to undertake the same recruitment and selection procedure as all other workers. Helpers under the age of 16 must be supervised by an approved worker at all times, and must have completed a junior helper form (FORM 17).

Helpers who are involved for short term basis, or who are visiting can also fill out a copy of Form 17 if required.

All helpers (those who have not undergone the full recruitment process) of whatever age, should be responsible to a named worker and never be in a position where they are providing unsupervised care of children. They should not be included when considering staff/child ratios. The full recruitment procedure need not be applied, however the church would seek acquire basic information about the individual and take up personal references. Disclosure checks would not normally be required.

3.1.2 THE APPOINTMENT PROCESS

An applicant must obtain an application form (See Form 4), a self-declaration form (See Form 5), where required provide two references (See Forms 6&7) and read the Protection by Prevention policy.

Where a person is known to both the church and the safeguarding officers for a minimum of 5 years, references may not be required; however this is at the discretion of the Safeguarding coordinator or the deputy.

Once the application form and references have been received by the Recruiter, and are satisfactory, an interview will be arranged. All new appointees will be interviewed by the Recruiter and Deputy Co-ordinator or Youth Leader to assess their suitability for children's work. Example questions are contained in Appendix D.

The role will be explained, as will the Protection by Prevention policy.

They will be asked directly if they have been asked to leave any posts working with children, or whether children have been taken from their care.

If the applicant reveals information that suggests they are unsuitable to work with children the appointment process can be halted.

Subject to a satisfactory interview the candidate will be asked to apply for a Disclosure and Barring Service (DBS) Enhanced Disclosure.

The Recruiter will supervise this and apply through CCPAS on behalf of the candidate. Once a satisfactory

Enhanced Disclosure is received, the candidate will be appointed a Registered Children's Worker and receive an induction relating to the children's work and the Protection by Prevention policy before commencing children's work. They will be required to sign a written acceptance of the church's policy statement. (See Form 8).

The appointment process may be halted at any stage by either party

Any applicant found to have a record of any offences of a sexual or violent nature will be precluded from work with children.

3.2 MANAGEMENT OF WORKERS

This section contains an outlining of the behaviour expected of everyone working for the church. This section will also cover how a worker is expected to interact with those attending the church activities.

3.2.1 ONGOING TRAINING

The church leadership recommends ongoing training. Refusal by a worker to attend when a training session is requested to be undertaken by the leadership would result in that worker being disqualified from children's work.

As a minimum, all workers will attend the CCPAS "Facing the unthinkable" training course.

3.2.2 TOUCHING

The abused person may be frightened by touch because they associate it with violence or sexual assault. They may never have received signs of physical affection or love, so hugging or even a handshake could feel threatening. Children and young people who associate touch with sexual activities may feel sexually aroused and flirt provocatively with adults or other children and may touch them in the genital or breast area. For your own safety and to help them learn what is acceptable behaviour you will need to explain why you are not responding to their overtures. It would be wise, in these circumstances, not to see such children and young people on their own.

3.2.2.1 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 should be free to help each other by constructively challenging anything, which could be misunderstood or misconstrued
- Concerns about abuse should always be reported

3.2.2.2 Three questions I ask myself

If someone asks or tells me to do anything that I am not sure about:

- Do I have a "yes" feeling or a "no" feeling?

If I do as the person asks, will an adult I trust know where I am?

- If I do as the person asks, can I be sure to get help if I need it?

- If the answer to any of these questions is "no", I can say "no!" and tell an adult I trust about it.

3.2.3 DISCIPLINE

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

- Children who tend to be disruptive when together may need to be separated. They should be given a chance, warn them and only separate as a last resort
- Have the child sit right in front of you or get a helper to sit next to the child
- Be proactive and don't wait until a situation arises to be dealt with
- Take the child aside and talk to them, challenge them to change, **whilst encouraging them on their strengths**
- Warn a child that you will speak to their parents or carers and do so if necessary
- If a child's behaviour is constantly disruptive, all helpers should discuss the situation together and give feedback on the child and his/her family

4. PASTORAL CARE

As a church we believe in:

- In the total sinfulness of mankind. (Romans 3:23)
- In the inability of man to save himself. (Ephesians 2:8-9)
- That Christ bore the judgement of sin for the sinner on the cross. (1 Peter 3:18)
- That man must repent of sin and place faith in Christ. (Acts 17:30, Acts 16:31)
- That salvation is eternal. (John 3:16, John 10:28)

However we would also believe and that sin has consequences and that these can have a lasting impact on a person's life, whether they are the victim of abuse, or an offender. As such this section would seek to outline as to the pastoral care that would be provided by the church.

Whilst the church is committed to providing pastoral care, it also acknowledges that where counselling is required it should be provided by those who are suitably, trained and competent.

4.1 HELPING VICTIMS OF ABUSE

The church leadership and its members are committed to supporting victims of abuse and encouraging them in their faith.

4.2 WORKING WITH OFFENDERS

Where someone attending the church is known to have abused children or pose a risk to children, young people or adults, then whilst extending friendship to the individual, the church leadership will meet with the individual and discuss boundaries that the person will be expected to keep and any control measures put in place to ensure these boundaries. The can include but are not limited to:

- Accountability – in the form of groups of at least 4 which meet frequently with the offender in order to ensure that and boundaries and control measures are met and to discuss any other issues that may arise
- Ensure that the offender is chaperoned at any church activities they are allowed to attend by a member of the leadership, safeguarding team, or the groups mentioned above if used.
- Ensure that the offender is should not hold positions of leadership or responsibility where seen by children within the church because a child is likely to regard them as someone they can trust.
- They should not undertake any activity where they might be seen as in a position of trust. E.g. giving books out at the door, greeting people, reading the lesson, leading prayers or a bible study, because a child is likely to regard them as someone they can trust.
- Physical restrictions may also be placed on rooms the offender may use or where they can sit during church activities.
- The offender may also be asked not to attend any of the church activities

The above list is not conclusive and the examples given are drawn from a larger list created by CCPAS. It is important to remember evidence has shown that sexual offending, whether against children, young people or adults is addictive, and the aim of this policy is to safeguard and protect, the church, the members (especially children and families), and any children or young people that would attend any outreach activities and this may mean the placing of restrictions on those who are to known to have offended.

Where an offender is known to the church leadership, further advice may also be sought from CCPAS and the relevant authorities

5. PRACTICAL GUIDANCE FOR ACTIVITIES

5.1 SUPERVISION OF CHILDREN'S ACTIVITIES

5.1.1 GUIDELINES

All workers should familiarise themselves with the church guide lines and abide by them (See Form 9).

5.1.2 IDENTIFICATION

All children's workers will be issued with Identity Badges which should be worn when attending all children's activities.

5.1.3 TRANSPORTATION

Transportation of children to and from all activities is the responsibility of the Transport Co-ordinator. Workers should liaise with the Co-ordinator, passing on any information (children on holiday, not coming, etc.) to help them carrying out this responsibility satisfactorily:

- All drivers must hold a full driving licence and have valid insurance
- They must wear their identity badge
- Children who refuse to wear a seat belt will **not** be transported until such time as they agree to the rules governing this issue
- Only the correct number of passengers must be transported
- It is preferable for a single adult driver to be of the same gender as the children, although the children may be a mixed gender group
- No children should be transported without a completed consent form (See Form 10)
- Discretion must be used if returning a child to an apparently empty home
- **On no account should a driver enter an empty home alone with a child**, but if thought necessary, contact the appropriate Youth Leader for advice
- Only minibuses fitted with seat belts will be used for the transportation of children
- Drivers will be suitably qualified as per "Driving a Minibus in Great Britain" obtainable from DVLA Tel 01792 782318
- For health and safety reasons a second adult children's worker should accompany the minibus driver when transporting a large number of children

5.1.4 CHILDREN ON THE STREET

Should children on the street ask to come to children's activities then verbal consent must be obtained from a parent or carer before transporting them to the activity.

Contact should then be made, as soon as possible after the activity, with the children's parents or carers to obtain written permission as above.

5.1.5 SUPERVISION

It is not the church policy to accept children to children's activities less than 3 years of age except in exceptional circumstances (if a parent attends as well, for example). The ratio of workers to children at all activities will be in accordance (where possible) with the regulation governing day care which are:

	Adults	:	Children
0-3 years	1	:	3
2-3 years	1	:	4
3-8 years	1	:	8

There would always be a minimum of two workers at any activity.

It is preferable to have both male and female workers present at all activities and to minimise the amount of time spent with one worker and a class (teaching lessons, etc.)

There is safety in numbers

5.2 KEEPING OF RECORDS

5.2.1 DATA PROTECTION

5.2.1.1 Background

In keeping records, we are required to comply with the Data Protection Act 2018 or General Data Protection Regulation (GDPR). Data Protection and the associated principles to consider when handling sensitive information are set out below. Further details can be found on Data Protection from the Information Commissioner's Office which sets out 8 principles regarding collecting, retaining and disposing of data. (Data Protection Principles, ICO). Article 5(1) of the GDPR sets out 7 key principles which lie at the heart of the regulations. They are:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals ('lawfulness, fairness and transparency');
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes ('purpose limitation');
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals ('storage limitation');
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

5.2.1.2 Personal Data Definition

The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person

The GDPR applies to the processing of personal data that is the processing other than by automated means of personal data which forms part of, or is intended to form part of, a filing system.

Personal data only includes information relating to natural persons who:

- a) can be identified or who are identifiable, directly from the information in question; or
- b) who can be indirectly identified from that information in combination with other information.

Recital 38 of the GPDR states that “Children require specific protection with regard to their personal data as they may be less aware of the risks, consequences and safeguards concerned and their rights in relation to the processing of personal data.”

In relation to the above, the following sections will record the Records to be Kept (5.2.2), the Storage and access of Records (5.2.1.3) and the Deletion of Records and Personal Data (5.2.1.4).

5.2.1.3 Storage and access of Records

All records containing “personal data” must be stored securely. Paper copies and records are to be stored in locked location when not in use. During all activities, access to the records and data will be required and so keeping them locked away is not practicable. During these times, they should be monitored by the appropriate leaders so as not to be accessed by children, parents or the public. Electronic records must be stored on a computer with password protection.

5.2.1.3.1 Retention Periods

Whilst a person is still regularly (i.e. more frequent than once a month) attending activities organised by the church, their records will be kept as per paragraph 5.2.1.3. Once a person is no longer attending and unless otherwise stated below, the standard period for storage of records and personal data is 6 years after the end of the current academic year (for clarity this is taken as the 31st August). If there is any doubt this should be treated as the minimum and advice sought.

- General information & consent form – 1 year after the end of the current academic year.
- DBS application forms, references and ID checks – for DBS checks returned as clear, 1 year after the end of the current academic year, otherwise as the standard tie period.
- Records of any allegations are to be kept for 75 years, and will be passed on to the relevant authorities. Once passed to them there is not requirement to keep a copy of the records, only a record of what was transferred. Due to the sensitive nature of any allegations, these documents should be handled by either the safeguarding co-ordinator or deputy co-ordinator.
- Easter @ Helions – Data relating to application/registration forms will be kept for 1 year after the year of that person’s last attendance, then their data will be removed, including from any mailing lists for future attendance.

5.2.1.4 Deletion of Records and Personal Data

Records must be deleted either after the specified time period as detailed in 5.2.1.3.1 or at the request of an individual. This must be carried out in such a manner that personal data is no longer of use and an individual is unable to be identified, e.g. by shredding, or secure deletion of electronic data.

5.2.2 RECORDS TO BE KEPT

The records listed below are provided as a minimum, other records may be required in addition to those below. Proper records must be kept of children’s activities. Leaders of all activities will keep records.

5.2.2.1 Register of workers

Names of workers should be entered for each activity.

5.2.2.2 Register of children

Every child should be registered with relevant details (See Form 11).

5.2.2.3 Logbook

A worker should be designated as Logbook Recorder and an entry made after every activity noting the workers present, any other adults present in the activity or building, any unusual or concerning behaviour on the part of any children or workers.

Logbooks can protect both children and workers**5.2.2.4 Accident and incident form**

Any accidents or incidents should be recorded in the book at the hall (See Form 12).

5.3 CHILDREN PLACED WITH HOST FAMILIES

The Easter @ Helions weekend includes joint activities that involve children staying overnight with host families.

- Every potential host family be asked to provide details of sleeping arrangements, meal times etc. together with a list of all occupants over 16 years. Criminal Records Disclosure checks are carried out on the host family
- Each host family should be given a copy of the churches safeguarding policy together with full details of the person(s) they are accommodating these will include home address, parents' details, a home phone number and any other relevant information (e.g. medical details).
- Information for parent(s)/carer(s) of the child/young person being accommodated to include details of the host family, a statement that all host families have been assessed by the church prior to the visit, a statement that the church/activity has a safeguarding policy, a phone number of a contact person if there are any concerns and a programme of activities

5.4 SAFETY

5.4.1 FIRST AID

- A first aid kit will be available at all activities whether in the hall or outside.
- The first aid kits are stored in the kitchen at the gospel hall and one will be carried to outside activities.
- In the event of an injury occurring which needs hospital treatment the emergency services **must** be called and their advice followed
- A fire extinguisher is positioned in the hall way and serviced annually by a specialist company
- All workers should familiarise themselves with their operation
- Due to the nature of the activities a minimum requirement is a first aider will have an emergency first aid qualification, unless a risk assessment determines a higher qualification is required.

5.5 RISK ASSESSMENTS

Risk assessments will be produced in relation to activities entered into with the children in the children's work. Guidance from the Health and Safety Executive on producing a risk assessment is provided in Appendix E.

Risk assessments are to be completed on Form and must be signed by the producer of the risk assessment and either the safeguarding coordinator or deputy if not produced by either of those persons.

5.6 TAKING PHOTOGRAPHS OF CHILDREN

- It **is permissible** to take pictures of children in a **crowd** on an outing in a public area so long as they are **not** identified
- Parental consent will be required **before** taking **individual** photos. (See Form 13)
- **No pictures** will be used on a website **without** written and specific consent from parents or carers

5.7 COMMUNICATION

Communication requires not only speaking to other individuals, but more importantly, listening, especially in when it comes to responding to any allegations made. Increasingly this is being carried out in using digital platforms either in conjunction with or instead of face to face methods.

5.7.1 LISTENING AND RESPONDING

A child or adult may want to talk about other matters than safeguarding but the way they are responded to will indicate how a more serious matter will be heard and listened to. Adults who can listen to children and are attentive to their needs can help prevent abuse from happening in the first place as well as ensuring that appropriate responses are made whenever it takes place. This also applies to adults with care and support needs who need someone to listen and respond.

Offer privacy and give the person time to talk without 'jumping in' too soon

It is important to remember that all aspects of section 2.3 which covers How to respond to a child wanting to talk about abuse must be applied when communicating with children, young people or adults when they want to speak to someone.

For adults, it is advisable that the same principle applies and the statutory agencies will decide whether further action will be taken based upon whether there is harm to others and whether the person has the mental capacity to make decisions for themselves

Suitable training will be offered to cover this as part of the "Facing the unthinkable" training course.

5.7.2 INTERNET SAFETY FOR CHILDREN AND YOUNG PEOPLE

The internet opens up a world of entertainment, opportunity and knowledge; however we must be aware that it also contains dangers for children and young people. To help children enjoy it all safely, the UK Council for Child Internet Safety (UKCCIS) developed the **Click Clever, Click Safe** child internet safety strategy.

UKCCIS was to produce a simple digital code '**Zip it, Block it, Flag it**', to enable parents and children to adopt a few simple strategies to help them stay safe online, while continuing to enjoy the internet.

The code has three simple actions, which are detailed in Appendix F.

5.7.3 ISSUES ASSOCIATED WITH DIGITAL PLATFORMS

The items listed below are not exhaustive, however if a child, young person or adult speaks to any of the workers about any of the issues, they will be dealt with as with other issues of abuse.

5.7.3.1 Sexting

Sexting is sending a sexually explicit message or image usually between mobile phones. The person sending and receiving the image could be breaking the law under the Sexual Offences Act 2003. It is not uncommon for young people to share sexually explicit images between themselves whilst in a relationship and then when they are no longer in a relationship for such images to be posted on social networking sites or sent to friends. Whatever the circumstances, young people need to be made aware of the consequences, including the possible legal implications of both taking and sharing sexually inappropriate images.

Once made public they are very difficult to remove and are likely to be in breach of website terms and conditions. Apart from causing acute embarrassment and distress, there are far more serious consequences. Indecent images are used by strangers to bully and blackmail but most worryingly, sexual predators browse the internet not only to distribute images they find, but also by pretending they are the young person in the picture, for grooming.

5.7.3.2 Grooming

Online grooming of children is where a suspected sexual offender, sometimes called a paedophile, tries to contact or meet a child (anyone under 18 year of age) through the internet or email with the aim of engaging them in sexual acts. Grooming is illegal under the Sexual Offences Act 2003.

5.7.3.3 Cyber-Bullying

Bullying of any sort, whether of the traditional kind or through digital technologies such as mobile phone or social networking sites- known as cyber bullying- should not be tolerated.

Bullying is always distressing for a child and, with cyber-bullying; the bullying can seem inescapable because there is nowhere out of reach of the bullies. Even the child's bedroom is not a sanctuary if there is a computer or mobile device present. Children need support in being able to speak out about cyberbullying, especially as it is so pervasive, both on and off line.

Appendix A - Leadership Safeguarding Statement

The Gospel Hall, Haverhill Road, Helions Bumpstead

The following policy was agreed by the elders of the church at a meeting on ?? July 2017.

- We are committed to supporting parents and families
- As elders of the church we are committed to the nurturing, protection and safeguarding of children and young people
- We recognise that safeguarding of children and vulnerable adults is everybody's responsibility
- We are committed to following the agreed procedures and following statutory and specialist guidelines
- We seek to support all in the church affected by abuse
- We review this policy, annually

If you have any concerns for a child or in relation to any safeguarding matter then speak to one of the following who have been approved as safeguarding co-ordinators for this church.

Timothy Honeyball	Safeguarding Co-ordinator	07765 112267
Elizabeth Ramsey	Safeguarding Deputy Co-ordinator	07883 799867

For a copy of the full policy see Timothy Honeyball

Signed by the elders of the church:

Michael Ramsey

Justin Ramsey

Date _____

Date _____

Appendix B - Poster

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:

Tim Honeyball

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

Tim Honeyball or **Lizzie Ramsey**

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

Tim Honeyball or **Lizzie Ramsey**

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

CEOP
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
Web: www.ccpas.co.uk

Appendix C - Definitions of abuse (children) – Wales, Scotland and Northern Ireland

A. WALES

The following definitions of child abuse are recommended as criteria throughout Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, Working Together to Safeguard and Promote the Welfare of Children (2000).

A.1. PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy'.

A.2. EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

A.3. SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways

A.4. NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

B. SCOTLAND

In 1998 and 2000 The Scottish Office, now the Scottish Executive, published a guide to interagency co-operation 'Protecting Children – A Shared Responsibility'. This publication set out a framework for collaboration between Social Work Departments and other agencies

B.1. CATEGORIES OF ABUSE

For recording all cases, the following are standard categories of abuse. Although these are represented as discrete definitions, in practice there may be overlap between categories. In such cases local authorities should enter the name on the Child Protection Register under one main category of abuse although for the purposes of individual case management, the case conference may identify combinations of abuse which the child protection plan will need to address. It may also become necessary to change the category of abuse under which a child is registered as the case progresses

B.2. PHYSICAL INJURY

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented

B.3. SEXUAL ABUSE

Any child may be deemed to have been sexually abused when any person(s) by design or neglect exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification

of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated, or consented, to the behaviour

B.4. NON ORGANIC FAILURE TO THRIVE

Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established

B.5. EMOTIONAL ABUSE

Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.

B.6. PHYSICAL NEGLECT

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which will endanger the child

C. NORTHERN IRELAND

The following definitions of child abuse are recommended as criteria in Northern Ireland by the Department of Health, Social Services and Public Safety in the document 'Co-operating to Safeguard Children (2003)

C.1. TYPES OF ABUSE

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional setting by those known to them or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them

C.2. PHYSICAL ABUSE

Physical Abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour

C.3. EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous 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 involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse

C.4. SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways*

C.5. NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include non-organic failure to thrive

C.6. SIGNIFICANT HARM

The legislation defining the circumstances in which compulsory intervention in family life is justified in the best interests of children is based on the concept of 'significant harm'. The relevant Articles in the Children Order are Articles 2(2) and 50(3). There are no absolute criteria for judging what constitutes significant harm.

However, they may include the degree, extent, duration and frequency of harm. Sometimes a single traumatic event may constitute significant harm e.g. violent assault, sexual assault, suffocating or poisoning. More often, significant harm is a series of events, both acute and longstanding, which interrupt, change or damage the child's physical and/or psychological development. Some children live in family and social circumstances where health and development are neglected. For them, it is the corrosiveness of long term emotional, physical and/or sexual abuse that causes impairment, sometimes to the extent of constituting significant harm.

**Sexual activity involving a child who is capable of giving informed consent on a matter, while illegal, may not necessarily constitute sexual abuse as defined for the purposes of this guide. One example, which would fall into this category, is a sexual relationship between a 16 year old and her 18 year old boyfriend. The decision to initiate child protection action in such cases is a matter for professional judgement and each case should be considered individually. The criminal aspects will, of course, be dealt with by the police*

Appendix D - Sample questions for interviews for volunteers with children and young people

NB. This list of questions is not conclusive, but a sample that could be asked depending on the situation and circumstances. Please do add more general questions in the interview such as "why do you want to volunteer / work with children?" These questions below are designed to explore boundaries and attitudes of those wanting to work with children and young people

1. How would you handle a child or young person who was being aggressive and challenging towards you personally?
2. Could you tell us about experiences working with children or young people that have been difficult or unpleasant and how did you handle these?
3. What would be your views on a youth worker having a sexual relationship with a girl (over 16) who attends the youth club?
4. What areas would concern you when considering the suitability of a young person to work as a helper in a youth event you were responsible for?
5. How would you respond to a youth asking for advice about embarking on a sexual relationship with a 15 year old girlfriend/boyfriend?
6. Because you are going to be working with children and young people who face problems in the area of drug and alcohol misuse or child abuse, have you any experience which would be relevant in dealing with these issues?
7. Have you ever had any concerns expressed to you about your conduct with children and young people?
8. Have you ever offered to work with children and young people and had your offer declined?
9. Have you ever been involved with police or Children's Social Services in regard to children, either in this country or abroad?
10. Have you ever been involved in court proceedings concerning a child?
11. If you were offered employment, is there anything else we should know in terms of your previous work or relationships with children?
12. What would you do if a young person showed you sexually suggestive text messages sent to her by another youth worker?

Appendix E - Carrying out a Risk Assessment

In carrying out a risk assessment you need to be able to show that:

- A reasonable and proper check was made.
- You asked who might be affected.
- You dealt with the obvious hazards and took into account the number of people who might be affected.
- The precautions are reasonable and the remaining risk is low.

The chief responsibility for checking out a building rests with the building owner or landlord; however, this doesn't absolve you from all responsibility. For example, if you discover a light fitting hanging by a thread or a broken window or a damaged stair tread then you have a responsibility to report that to the building owner – you may even have to consider cancelling your activity or group until the matter is put right.

A. HOW TO CARRY OUT A RISK ASSESSMENT

The five steps of assessing risk that the Health and Safety Executive suggest are as follows:

A.1. STEP 1 – LOOK FOR THE HAZARDS AND WRITE THEM DOWN

Hazard means anything that can cause harm (e.g. slipping/tripping hazards, fire, chemicals, moving parts of machinery, working at heights, lifting and carrying, storage, electricity, gas, water pipes, cables, flooring and lighting, cleaning chemicals, stairs/ladders). Check them by walking around the building and look for hazards that could cause serious harm or affect a number of people.

A.2. STEP 2 – DECIDE WHO MIGHT BE HARMED AND HOW AND THEN WRITE THIS DOWN

E.g. Child, Worker or Public. If people with special needs will be using the building then attention needs to be paid to their particular requirements, such as access and emergency evacuation assistance.

A.3. STEP 3 – EVALUATE THE RISKS AND DECIDE WHETHER THE EXISTING PRECAUTIONS ARE ADEQUATE. WRITE THIS DOWN TOO.

Risk is the chance, high, medium or low, that someone will be harmed by some kind of hazard. Think about who visits your premises and which groups operate from there (e.g. youth club, toddler group). The risks may be different for different groups of people.

How likely is it that each hazard could cause harm? Worn or frayed carpets on a step or on a dark corner, a cable running across a walkway, are higher hazards than say, cleaning materials locked in the cleaner's cupboard.

Risk can be measured by the likelihood of incidence/injury (i.e. 1 = Improbable, 2 = Possible, 3 = Likely, 4 = Very Likely, 5 = Certain) and severity of the consequences (i.e. 1 = Trivial (grazing, soreness), 2 = Minor (small cuts, bruising), 3 = Severe (broken bones), 4 = Major, 5 = Fatal).

By multiplying these two together, risk can be quantified and assists in prioritising the action that needs to be taken.

Example

A loose carpet in an open area makes it a very likely hazard for tripping (4) with the likely consequence of soreness or grazing (1). The risk is therefore 4.

The same loose carpet but this time at the top of the stairs however, may still be very likely (4) but the consequences could be severe (3). The risk is therefore 12. This should have greater priority than the previous situation but both need attention to remedy the hazard.

As a result of the risk assessment you should then draw up an action list and prioritise those risks which are high or could affect the most people.

In terms of what action to take, question whether it is possible to remove the hazard altogether (e.g. replacing worn carpet). If it is not possible to remove the hazard then ask how you can control the risk it presents. Preventing access is one way or organising your work in a different way is another. The aim of any risk assessment should be to eliminate the hazard altogether, where reasonably practical. If this is not possible then steps should be taken to reduce the hazard to a low risk.

A.4. STEP 4 – RECORD YOUR FINDINGS

In law, if there are fewer than five employees it is not a requirement to write anything down. It is nevertheless good practice. If there are more than five employees a written record must be kept and all workers informed of them.

Risk assessments need to be 'suitable and sufficient'. This means you need to show that a proper check was made, you identified who might be affected, you dealt with the obvious hazards, took reasonable precautions and that the remaining risk is low.

A.5. STEP 5 – REVIEW YOUR ASSESSMENT AND REVISE IT IF NECESSARY.

If you bring in new equipment or change the way you work or the people who use the building then you will need to go through the procedure again, identifying hazards, assessing risk and taking action. Add any of these findings to your original record and it will ensure that it stays up to date.

It is good practice to review your assessment from time to time to ensure that precautions are still working effectively so set a date for review and keep to it!

B. EMPLOYERS, EMPLOYEES AND VOLUNTEERS

Where an organisation, including charitable or voluntary groups, has at least one employee who works under a contract of employment, it is considered to be an employer for the purposes of the Health and Safety at Work Act 1974 and the regulations made under it.

Section 3 of the Health and Safety at Work Act 1974 imposes a duty on every employer 'to ensure, as far as reasonably practicable, that persons not in their employment, who may be affected by their undertaking, are not exposed to risks to their health or safety', and 'to give to persons (not being their employees) who may be affected in a prescribed manner information as might affect their health or safety'.

This generally means that organisations which have both employees and volunteers have a statutory responsibility not to harm or damage the health of volunteers through their involvement in the activities of that organisation.

Appendix F - Zip it, Block it, Flag it

ZIP IT - keep your personal information private and think about what you say and do online

Make sure children know to always keep private information safe and watch what they say on the internet. People may not be who they say they are online and it's not always possible to control who can see your child's information.

Children should know not to give out information like:

- their full name
- photos
- postal or email addresses
- school information
- mobile or home telephone numbers
- details of places they like to spend time

Children shouldn't arrange to meet people that they have only met online. Even if they have been chatting with someone for a while, that person is still a stranger.

BLOCK IT - block people who send you nasty messages and don't open unknown links and attachments.

Get children to block people who send offensive messages and tell them not to open unknown links and attachments. They should delete any suspicious emails or attachments as they may contain something offensive or have a virus that can cause damage to the computer.

One of the main ways children can come across inappropriate content online is through search results. Most search engines include a 'safe search' option that excludes results containing inappropriate images or key words.

This can be countered by installing parental control software to filter out harmful and inappropriate content for computers and some mobile phones and games consoles.

FLAG IT - flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

Children should be encouraged to go to a trusted adult if they are worried or unhappy about anything they see online. They should also do this if a friend they have made online has asked to meet them in the offline world.