



# Koinonia

## EVANGELICAL CHURCH

### SAFEGUARDING CHILDREN IN CHURCH POLICY AND PROCEDURES DOCUMENT

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### ON SAFEGUARDING CHILDREN IN KOINONIA EVANGELICAL CHURCH (KEC)

1. THE PRINCIPAL PURPOSE OF KEC IS THE ADVANCEMENT OF THE CHRISTIAN FAITH ACCORDING TO THE PRINCIPLES OF THE CONSTITUTION AND HANDBOOK.
2. IN FULFILLING THIS VISION WE
  - WELCOME CHILDREN INTO THE LIFE OF OUR COMMUNITY;
  - HAVE A PROGRAMME OF EVENTS FOR CHILDREN; AND AS SUCH
3. THE CHURCH RECOGNISES ITS RESPONSIBILITIES FOR THE SAFEGUARDING OF ALL CHILDREN UNDER THE AGE OF 18 (REGARDLESS OF GENDER, ETHNICITY OR ABILITY) AS SET OUT IN THE CHILDREN ACT 1989 AND 2004, SAFE FROM HARM (HM GOVERNMENT 1994) AND WORKING TOGETHER TO SAFEGUARD CHILDREN (HM GOVERNMENT 2010).
4. AS MEMBERS OF THE CHURCH WE COMMIT OURSELVES TO THE NURTURING, PROTECTION AND SAFEKEEPING OF ALL CHILDREN ASSOCIATED WITH THE CHURCH AND TO PRAY FOR THEM REGULARLY. IN PURSUIT OF THIS WE WILL SEEK TO APPLY AND DEVELOP THE POLICIES AND PROCEDURES OUTLINED IN OUR POLICY AND PROCEDURES DOCUMENT.
5. IT IS THE DUTY OF US ALL TO PREVENT THE ABUSE OF CHILDREN (WHETHER PHYSICAL, EMOTIONAL, SEXUAL OR SPIRITUAL, OR THROUGH NEGLECT), TO RESPOND TO ANY CONCERNS ABOUT THE WELL-BEING OF CHILDREN AND TO REPORT ANY CHILD ABUSE DISCLOSED, DISCOVERED OR SUSPECTED. WE WILL FULLY CO-OPERATE WITH ANY STATUTORY INVESTIGATION INTO ANY SUSPECTED ABUSE LINKED WITH THE CHURCH.
6. THE CHURCH WILL EXERCISE PROPER CARE IN THE SELECTION AND APPOINTMENT OF ALL THOSE WORKING WITH CHILDREN IN THE CHURCH AND PROVIDE APPROPRIATE TRAINING, SUPPORT AND SUPERVISION TO PROMOTE THE SAFEGUARDING OF CHILDREN. ALL TRUSTEES AND CHILDREN'S WORKERS WILL COMPLETE SAFEGUARDING TRAINING FROM THE DESIGNATED SAFEGUARDING LEAD IN THE YEAR THEY ARE APPOINTED AND AT LEAST EVERY THREE YEARS THEREAFTER.
7. THE CHURCH WILL ADOPT A CODE OF BEHAVIOUR FOR ALL WHO ARE APPOINTED TO WORK WITH CHILDREN SO THAT ALL CHILDREN ARE SHOWN THE RESPECT THAT IS DUE TO THEM.
8. THE CHURCH IS COMMITTED TO PROVIDING A SAFE ENVIRONMENT FOR ACTIVITIES WITH CHILDREN AND WILL ADOPT WAYS OF WORKING WITH THEM THAT PROMOTE THEIR SAFETY AND WELLBEING.
9. THE CHURCH IS COMMITTED TO THE PREVENTION OF BULLYING OF CHILDREN AND WILL SEEK TO ENSURE THAT ANY INSTANCE THAT MAY ARISE IS MANAGED APPROPRIATELY.

## SAFEGUARDING TEAM

THE CHURCH HAS APPOINTED:

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**EMILY MILLS, DESIGNATED PERSON FOR SAFEGUARDING** – EMAIL: [SAFEGUARDING@KOINONIA-ANDOVER.COM](mailto:SAFEGUARDING@KOINONIA-ANDOVER.COM)

WHO WILL ADVISE THE CHURCH ON ANY MATTERS RELATED TO THE SAFEGUARDING OF CHILDREN AND ADULTS AT RISK, AND TAKE THE APPROPRIATE ACTION IF ANY ABUSE IS DISCLOSED, DISCOVERED OR SUSPECTED.

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**IMOGEN DE OLIVEIRA, DEPUTY DESIGNATED PERSON FOR SAFEGUARDING** – EMAIL: [SAFEGUARDING2@KOINONIA-ANDOVER.COM](mailto:SAFEGUARDING2@KOINONIA-ANDOVER.COM)

WHO WILL ADVISE THE CHURCH ON ANY MATTERS RELATED TO THE SAFEGUARDING OF CHILDREN AND ADULTS AT RISK IN CONJUNCTION WITH THE LEAD, AND TAKE THE APPROPRIATE ACTION IF ANY ABUSE IS DISCLOSED, DISCOVERED OR SUSPECTED IN THE ABSENCE OF THE LEAD.

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**DAVID DE OLIVEIRA, SAFEGUARDING TRUSTEE** – EMAIL: [DAVID@KOINONIA-ANDOVER.COM](mailto:DAVID@KOINONIA-ANDOVER.COM)

WHO WILL OVERSEE AND MONITOR THE IMPLEMENTATION OF THE POLICY AND THE PROCEDURES ON BEHALF OF THE CHURCH'S LEADERSHIP / CHARITY TRUSTEES.

WHENEVER POSSIBLE, THE SAFEGUARDING TEAM WILL WORK TOGETHER IF ANY ISSUE ARISES.

THE SAFEGUARDING LEAD AND DEPUTY WILL HAVE ACHIEVED DESIGNATED SAFEGUARDING LEAD LEVEL 3 AND THE SAFEGUARDING TRUSTEE LEVEL 2.

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**STEVE WICKS, PASTOR** – EMAIL: [STEVE.WICKS@KOINONIA-ANDOVER.COM](mailto:STEVE.WICKS@KOINONIA-ANDOVER.COM)

## POLICY AND PROCEDURES

- A COPY OF THE THIS POLICY WILL BE PUBLISHED ON THE CHURCH WEBSITE AND A COPY WILL BE AVAILABLE IN THE ENTRANCE FOYER.
- EACH WORKER WITH CHILDREN WILL BE GIVEN A FULL COPY OF THIS POLICY AND PROCEDURES DOCUMENT AND WILL BE ASKED TO SIGN THAT THEY ARE WILLING TO FOLLOW SUCH POLICY AND PROCEDURES.
- A FULL COPY OF THIS POLICY AND PROCEDURES DOCUMENT WILL BE MADE AVAILABLE ON REQUEST TO ANY MEMBER OF, OR OTHER PERSON ASSOCIATED WITH THE CHURCH.
- THE POLICY AND PROCEDURES WITHIN THIS DOCUMENT WILL BE MONITORED AND REVIEWED ANNUALLY BY THE SAFEGUARDING OFFICER AND CHARITY TRUSTEES.
- A SUMMARY OF THE POLICY STATEMENT WILL BE READ ANNUALLY AT THE CHURCH MEETING, USUALLY AT THE AGM IN MAY, TOGETHER WITH A REPORT ON THE OUTCOME OF THE ANNUAL REVIEW.

## DEFINITIONS OF ABUSE

### PHYSICAL ABUSE

ACTUAL OR LIKELY PHYSICAL INJURY TO A CHILD, OR FAILURE TO PREVENT PHYSICAL INJURY TO A CHILD.

### EMOTIONAL ABUSE

THE PERSISTENT EMOTIONAL ILL TREATMENT OF A CHILD THAT AFFECTS THEIR EMOTIONAL AND BEHAVIOURAL DEVELOPMENT. IT MAY INVOLVE CONVEYING TO THE CHILD THAT THEY ARE WORTHLESS / UNLOVED / INADEQUATE, OR THAT THEY ARE GIVEN RESPONSIBILITIES BEYOND THEIR YEARS.

### SEXUAL ABUSE

INVOLVES FORCING OR ENTICING A CHILD TO TAKE PART IN SEXUAL ACTIVITIES, WHETHER OR NOT THE CHILD IS AWARE OF WHAT IS HAPPENING. THIS INCLUDES NO-CONTACT ACTIVITIES, SUCH AS INVOLVING CHILDREN IN LOOKING AT, OR IN THE PRODUCTION OF, PORNOGRAPHIC MATERIAL OR WATCHING SEXUAL ACTIVITIES, OR ENCOURAGING CHILDREN TO BEHAVE IN SEXUALLY INAPPROPRIATE WAYS.

### NEGLECT

THIS ARISES WHERE ADULTS FAIL TO CARE FOR CHILDREN AND PROTECT THEM FROM DANGER, SERIOUSLY IMPAIRING HEALTH AND DEVELOPMENT.

### SPIRITUAL

THIS OCCURS WHEN SOMEONE USES THEIR POWER WITHIN A FRAMEWORK OF SPIRITUAL BELIEF OR PRACTICE TO SATISFY THEIR OWN NEEDS AT THE EXPENSE OF OTHERS – IN PARTICULAR WHEN SUCH USE OF POWER LEADS TO ANY WAYS IN WHICH CHILDREN MIGHT SUFFER HARM.

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## SIGNS AND SYMPTOMS

WHILST IT IS NOT POSSIBLE TO BE PRESCRIPTIVE ABOUT THE SIGNS AND SYMPTOMS OF ABUSE AND NEGLECT, THE FOLLOWING LIST SETS OUT SOME OF THE INDICATORS THAT MIGHT BE SUGGESTIVE OF ABUSE:

- UNEXPLAINED INJURIES ON AREAS OF THE BODY NOT USUALLY PRONE TO SUCH INJURIES
- AN INJURY THAT HAS NOT BEEN TREATED/RECEIVED MEDICAL ATTENTION
- AN INJURY FOR WHICH THE EXPLANATION SEEMS INCONSISTENT
- A CHILD DISCLOSES BEHAVIOUR THAT IS HARMFUL TO THEM
- UNEXPLAINED CHANGES IN BEHAVIOUR OR MOOD (E.G. BECOMING VERY QUIET, WITHDRAWN OR DISPLAYING SUDDEN BURSTS OF TEMPER)
- INAPPROPRIATE SEXUAL AWARENESS
- SIGNS OF NEGLECT, SUCH AS UNDER-NOURISHMENT, UNTREATED ILLNESSES OR INADEQUATE CARE.

IT SHOULD BE NOTED THAT THIS LIST IS NOT EXHAUSTIVE AND THE PRESENCE OF ONE MORE INDICATORS IS NOT IN ITSELF PROOF THAT ABUSE IS ACTUALLY TAKING PLACE. IT IS ALSO IMPORTANT TO REMEMBER THAT THERE MIGHT BE OTHER REASONS WHY MOST OF THE ABOVE ARE OCCURRING.

## RESPONDING TO CONCERNS

- IF **ANYTHING** CAUSES YOU CONCERN IT IS WORTH REPORTING – A SMALL PIECE OF INFORMATION COULD BE THE LAST PUZZLE PIECE IN THE STORY!
- IT IS NOT YOUR RESPONSIBILITY TO INVESTIGATE OR CONFRONT ANYONE, IF THERE IS **NOT** IMMEDIATE RISK OF DANGER, RECORD AND REPORT.
- IF A CHILD MAKES A DISCLOSURE TO YOU, STAY CALM, LISTEN WITHOUT RUSHING THEM AND ASK CLARIFYING QUESTIONS ONLY WHEN NECESSARY. GIVE SUPPORT AND DON'T PROMISE TO KEEP ANY INFORMATION SECRET, EXPLAIN WHAT WILL HAPPEN NEXT.

## PROCEDURES FOR RESPONDING TO CONCERNS

### STAGE 1

*You witness a cause for concern or a disclosure has been made to you*

**ASK YOURSELF: IS THERE IMMEDIATE DANGER OF HARM? PHONE THE POLICE OR SOCIAL SERVICES WITHOUT DELAY**

IF NOT

#### RECORD AND REPORT

*A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person within 24 hours.*

*(Standard Incident Forms are kept by the Safeguarding Team)*



### STAGE 2

*The Designated Person receives the report of concern then has a duty to*

#### REVIEW AND REFER

*The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow.*

*Any formal referral to Social Services should normally be made within 24 hours of receiving the report.*

**IF A CHILD IS IN IMMEDIATE DANGER OF HARM A REFERRAL SHOULD BE MADE TO THE POLICE OR SOCIAL SERVICES WITHOUT DELAY.**



### STAGE 3

*After the decision has been made as to what action should be taken The Designated Person, the Safeguarding Trustee and the Pastor/s may have a duty to*

#### SUPPORT AND REPORT

*Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the Independent Safeguarding Authority and the Charity Commission*

*If the Designated Person for Safeguarding is not available, any reports or concerns should be passed to another member of the Safeguarding Team.*

**IF A CHILD IS CONSIDERED TO BE IN IMMINENT DANGER OF HARM A REPORT SHOULD BE MADE IMMEDIATELY TO THE POLICE OR SOCIAL SERVICES (SEE PAGE 20 FOR RELEVANT NUMBERS).**

## STAGE 1 – RECORD AND REPORT

THE DUTY OF THE PERSON WHO RECEIVES INFORMATION OR WHO HAS A CONCERN ABOUT THE WELFARE OF A CHILD IS TO RECORD THEIR CONCERNS IN WRITING AND TO REPORT THEIR CONCERNS TO THE DESIGNATED PERSON. IF THEY ARE NOT CONTACTABLE REPORTS SHOULD BE MADE TO ANY OTHER MEMBER OF THE SAFEGUARDING TEAM. THE REPORT TO THE DESIGNATED PERSON SHOULD BE MADE WITHIN 24 HOURS OF THE CONCERN BEING RAISED.

### THE RECORD SHOULD:

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- *Be recorded in written form as soon as possible after the event;*
- *Be legible and state the facts accurately (if and-written notes are typed up later the original handwritten notes should be retained);*
- *Include the child's name, address, date of birth (or age if the date of birth is not known);*
- *Include the nature of the concerns/allegation/disclosure;*
- *Include a description of any bruising or other injuries that you may have noticed;*
- *Include an exact record of what the child has said using the child's words;*
- *Include what was said by the person to whom the concerns were reported;*
- *Include any action taken as a result of the concerns;*
- *Be signed and dated, be kept secure and confidential and made available only to:*
  - *the Safeguarding Team;*
  - *the church Pastor/s as far as this is consistent with the welfare of the child concerned and possible pastoral responsibilities to any others involved; and*
  - *representatives of the professional agencies.*

*If such a report is made in an emergency without reference to one of the Safeguarding Team, the Designated Person should be informed as soon as possible after the report has been made.*

*If concerns arise in the context of a children's group, the worker who has the concern may in the first instance wish to talk through their concern with their group leader. However, such conversations should not delay a report being made to the Designated Person. It should be clear that the duty remains with the worker to record and report their concerns to the Designated Person.*

*If a concern is brought to the attention of a group leader by one of the workers the leader should remind the worker of their duty to record and report, and will also themselves have a duty to report the concern to the Designated Person.*

**If a child is considered to be in imminent danger of harm a report should be made immediately to the Police or Social Services (see page 20 for relevant numbers.)**

## STAGE 2 – REVIEW AND REFER

*The duty of the Designated Person on receiving a report is to REVIEW the concern that has been reported and to REFER the concern on to the appropriate people.*

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### THE DUTY TO REVIEW

*In reviewing the report that is received the Designated Person:*

- *should take account of their own experience and expertise in assessing risk to children;*
- *must take account of other reports that may have been received concerning the same child, family or adult;*
- *may speak with others in the church (including the Pastor) who may have relevant information and knowledge that would impact on any decision that will be made;*
- *should ensure that such conversations should not lead to undue delay in taking any necessary action; and*
- *consult with 31:8 and other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.*

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### THE DUTY TO REFER

*The Designated Person in liaison with the Safeguarding Trustee and or Pastor/s, will make a decision about who the report should be referred on to.*

*They may:*

- *refer back to the worker who made the initial report if there is little evidence that a child is being harmed. asking for appropriate continued observation;*
- *refer the concern to others who work with the child/children in question asking for continued observation;*
- *refer to the adult about whom the concern has been raised:*

*This may be the parent/carer of the child or it may be one of the children's workers.*

**If there is any question at all of possible sexual abuse or serious physical abuse the Designated Person should never address the adult directly but should refer their concerns to the Police or Social Services. To do otherwise may place the child at more risk, or could make any statutory investigation difficult to pursue because the child may be intimidated;**

- *make a formal referral to the local Social Services Department.*

*All original reports should be retained safely and securely by the Designated Person and a written record should be made of the actions taken.*

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## STAGE 3 – REPORT AND SUPPORT

*Responsibilities in this stage of the process are shared by the Safeguarding Team and the Pastor/s.*

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### THE DUTY TO REPORT

*Whenever a formal referral is made to Social Services the Designated Person should:*

- *report the referral to the Safeguarding Trustee;*
- *report the referral to the Pastor/s; and*

*In certain circumstances the Safeguarding Trustee acting on behalf of the church's leadership / charity trustees may also need to make further reports – for example to the Charity Commission.*

*If an allegation is made against someone who works with children the allegation should be reported to the Local Authority Designated Officer (LADO). The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:*

- *behaved in a way that has harmed, or may have harmed, a child;*
- *possibly committed a criminal offence against children, or related to a child;*
- *behaved towards a child or children in a way that indicates they are unsuitable to work with children.*

*If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated.*

*If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children there is a statutory duty to report the incident to the Independent Safeguarding Authority.*

*If a worker in the church has been accused of causing harm to children this would be classed as a serious incident that should be reported to the Charity Commission in any annual return made by the church to the Commission.*

*A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy.*

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### THE DUTY TO SUPPORT

*Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, which may include the child, other family members, the church worker/volunteer, the Safeguarding Team and the Pastor/ Leadership Team.*

## SAFE RECRUITMENT, SUPPORT AND SUPERVISION OF WORKERS

THE CHURCH WILL EXERCISE PROPER CARE IN THE SELECTION AND APPOINTMENT OF THOSE WORKING WITH CHILDREN, WHETHER PAID OR VOLUNTEER. ALL WORKERS WILL BE PROVIDED WITH APPROPRIATE TRAINING, SUPPORT AND SUPERVISION TO PROMOTE THE SAFEKEEPING OF CHILDREN.

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### GUIDELINES FOR THE APPOINTMENT OF CHILDREN'S TEACHERS AND HELPERS.

*The Church will endeavour to ensure that the following selection procedures have been followed:*

- *A written role description for each post should be prepared*
- *Prospective volunteers should be interviewed*
- *A DBS check should be undertaken*
- *Any worker should initially be appointed for a probationary period of 6 months after which a second interview should take place.*
- *Each worker should sign an undertaking to work within the agreed safeguarding policy and procedures*
- *Each worker should sign they are in agreement with the KEC teaching policy.*
- *Induction into the relevant procedures and ways of working should be undertaken, including in particular safeguarding training. All children's workers and trustees will complete safeguarding training from the Safeguarding Lead in the year they are appointed and at least every three years thereafter*

*Administration of this process will be overseen by the Designated Person, but may be carried out by others. All records relating to the recruitment of workers, including DBS checks, will be securely stored in a folder in Teams, with the detailed arrangements being overseen by the Designated Person.*

UNTIL THE DBS CHECK IS COMPLETED WORKERS MUST BE SUPERVISED.

*All leaders and helpers should have a calling to work with children, which should, in turn, be recognised by the Church Elders and Youth Deacon.*

*The first priority of leaders and helpers should be their own spiritual welfare, and, therefore, they should receive teaching and be regular attendees of the Sunday worship services as well as, if possible, a house group. In addition they would normally be expected to be a member of KEC.*

*All leaders and helpers should set a good example to everyone of Jesus Christ in their personal lifestyle.*

MEETINGS FOR LEADERS AND HELPERS SHOULD BE REGULARLY HELD FOR SUPPORT AND PLANNING. HOWEVER ANYONE MAY RAISE ANY CONCERNS OR SUGGESTIONS REGARDING THE MINISTRY AMONGST CHILDREN WITH ANY OF THE SAFEGUARDING TEAM OR LEADERSHIP TEAM AT ANY TIME.

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## YOUNG LEADERS UNDER 18 YEARS OF AGE

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*Training and mentoring should be given to ensure that any young leader is helped to develop and hone skills, attitudes and experience.*

*A young leader should be closely supervised by an adult leader at all times and never given sole responsibility for a group of children.*

*When considering ratios of staff to children the young leader cannot be included in the adult ratio until the age of 17.*

*This Safeguarding Policy applies to a young leader just as it does to any other person.*

*The permission of parents or carers needs to be sought for the young leader just as for any other person under 18 years of age.*

*If the young leader accompanies a group on a residential activity ideally they should have separate sleeping accommodation to both the adult leadership team and the children they are working with.*

*Young leaders should not be given leadership responsibility for a group immediately below their own age – an age gap of at least two years should be maintained.*

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## WHEN CONCERNS ARE EXPRESSED ABOUT THE PASTOR

ANY SAFEGUARDING CONCERNS INVOLVING A PASTOR SHOULD ALWAYS BE REPORTED IMMEDIATELY TO THE SAFEGUARDING TRUSTEE AND ADVICE SOUGHT FROM 31:8, IN ADDITION TO FOLLOWING THE CHURCH'S NORMAL PROCEDURES.

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## WHEN CONCERNS ARE EXPRESSED ABOUT THE DESIGNATED PERSON

ANY SAFEGUARDING CONCERNS INVOLVING THE DESIGNATED PERSON FOR SAFEGUARDING SHOULD BE RAISED WITH THE SAFEGUARDING TRUSTEE AND THE PASTOR/ELDERS.

## RESPECTING CHILDREN – CODE OF BEHAVIOUR

*The church's code of behaviour for all who are appointed to work with children seeks to ensure that all children are shown the respect that is due to them. The code includes the guidelines set out below.*

*Leaders and helpers should:*

- *Treat all children with respect and dignity;*
- *Use age appropriate language and tone of voice. They should also be aware of their own body language, the potential effect they are having on any child and should avoid invading anyone's personal space;*
- *Listen well to children, being careful not to assume they know what a child is thinking or feeling. They should listen to what is spoken and how it is said, observing the body language to better understand what is being said;*
- *Encourage children to be independent. Escort children to toilet, remaining in the corridor and in view of another adult where physically possible/with the knowledge of another adult.*
- *Not engage in rough games or those that could be deemed sexually provocative, involving physical contact between a leader and a child*
- *Never use: scapegoating, belittling, ridiculing or rejecting a child;*
- *Not use physical punishment when it is necessary to control and discipline children;*
- *If a child has soiled their nappy/clothes, the parent/carer must be called to change them. In the event the parent is not available, the leader changing the child must stay in the sight line of another leader and an incident form should be completed by both parties and signed by the parent upon collection;*
- *Not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature;*
- *Unless in emergency situations never be alone in the church premises (or a single room) with a single child. If working alone with two or more children this must be under arrangements agreed with the Designated Person which may include ensuring clear visibility to other adults, leaving doors open or having two groups working in the same room;*
- *Ensure that appropriate supervision and accountability structures are in place on any occasion when one to one work with a child is required within a larger group setting;*
- *Only invite children to their home, or on trips, in groups, and always make sure another adult is present. Parental permission must always be sought for such an event;*
- *Not give lifts to children on their own, even for short journeys, and wherever possible obtain parental permission; Unless there is an emergency in which case the Safeguarding Officer should be informed and be in agreement with.*
- *Not share sleeping accommodation with children if taking a group away;*
- *Be aware of any physical contact they may have with children and record it when necessary. Actions such as needing to stop a fight, administering First Aid, giving a hug to a child who is distressed, removing a child from danger, or protecting themselves or others from attack; may be perceived differently by a child (due to past trauma etc). Gaining consent is best in these scenarios. E.g. "would you like a hug?"*

- *Keep a log book, with any significant incidents recorded in the Church Incident Book. Any record should include the names of all children and adults present and anything of note which was observed e.g. details of any fights broken up by the workers, allegations made by children, incidences where a child was asked to leave. All workers who witnessed, heard or responded in any way should record details, and sign and date the entry.*

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## ABUSE OF TRUST

*Relationships between children and their leaders/helpers can be described as 'relationships of trust'. The leader is someone in whom the child has placed a degree of trust – this may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.*

*It is, therefore, not acceptable for a leader/helper to form a romantic relationship with a child with whom they have a relationship of trust.*

*While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with children who are not much younger than themselves.*

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## ELECTRONIC COMMUNICATION

*The only forms of direct communication that should be used with children and young people are either face to face, or those for which parental permission has been obtained.*

*When emailing or texting young people workers should bear in mind the following guidelines:*

- *Clear, unambiguous language should be used to reduce the risk of misinterpretation. Wherever possible and group emails and texts should be used.*
- *Care should be taken not to inadvertently give out email addresses of group members when sending group emails (e.g. always use bcc)*
- *Workers should save a copy of all email communications with young people and make it available to their supervisor on request.*
- *Young people can find it easier to communicate via email because nobody is physically present. This means that a young person may be more willing to share personal and sensitive information about themselves or a given situation than they would face to face. Whilst it is entirely appropriate for a worker to offer general advice and support, if there is a concern then it should be treated in the same way as if it had arisen in a face-to-face context.*

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## GENERAL GUIDANCE

- *We should maintain good and open relationships with parents and carers regarding communication with them and their children.*
- *Use an appropriate tone: friendly, but not over-familiar or personal.*
- *Be warm and friendly, but do not suggest or offer a special relationship.*
- *Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.*
- *Electronic communication be sent at a 'reasonable time' dependant on the group. E.G. teens and 20's group may have a later message during the meeting to share.*
- *For the Secondary group and Teens and 20s group, if a person is under 18 parental permission must be obtained to add the person to a group WhatsApp.*
- *All group WhatsApps must contain at least 2 adult church members.*
- *Electronic communication with children younger than Secondary age should only take place via parent's email*

addresses / phone numbers etc. No direct electronic communication with primary age children should be undertaken

- Private messages should not be initiated by an adult with an under 18.
- If an under 18 privately messages an adult, this should be recorded and shared with the safeguarding lead.

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## USE OF SOCIAL MEDIA GROUPS

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- An approved worker must set up and be the Admin for the group and, if possible, at least one female and one male worker should be a member of the group and monitor what appears there.
- Text and any other media posted shall be subject to the acceptable use policy
- Any safeguarding concerns/allegations arising from social media contact shall be referred onto the safeguarding co-ordinator.
- Workers should ensure their privacy setting ensures the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group

REMEMBER – NEVER ALONE AND UNSEEN IS THE BASIC RULE OF THUMB IN SAFEGUARDING CHILDREN – THIS RULE MUST BE APPROPRIATELY APPLIED IN ALL ACTIVITY INVOLVING ELECTRONIC COMMUNICATION.

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## GOOD PRACTICE GUIDELINES FOR DISCIPLINE – CODE FOR BEHAVIOUR

A policy based upon the following guidelines should be agreed by each section of the church's youth work, taking account of the particular age group and general activities of the children:

- children should be disciplined without the use of physical punishment, shouting or name calling;
- discipline is about the leaders' / workers' relationship with children, not their mastery of them;
- good discipline is built on respect between leaders and children. (This does not imply equality but does have an implication for leaders' attitudes towards children);
- minor incidents/offences should be dealt with immediately on the spot as per the 'Behaviour Traffic Lights System'. This prevents escalation and enables major offences to be seen as major;
- ACCEPTABLE WAYS OF DEALING WITH DISCIPLINE INCLUDE:
  - chastising the individual/group by criticising the behaviour not the child / children
  - changing the group activity
  - removing the child to a calm space away from others and staying with them until they have calmed down, but keeping the time out short;
- if the above mentioned procedures fail to bring about the desired result, refer the issue to the Designated Person or the Safeguarding Trustee; and
- allegations and incidents of bullying should be reported to the Designated Person or the Safeguarding Trustee. Bullying is generally defined as behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

It is possible that in an emergency, and not necessarily within a disciplinary context, a situation may arise where a child needs to be restrained in order to protect them or a third party from harm; any such action should be limited and appropriate to the situation.

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## GOOD PRACTICE GUIDELINES WITH COLLEAGUES

- IF ANOTHER LEADER / HELPER IS SEEN ACTING IN WAYS WHICH MIGHT BE MISCONSTRUED, LEADERS MUST EITHER CHALLENGE THE BEHAVIOUR OR REPORT TO THE SAFEGUARDING TEAM.
  - IF THE LEADER IS CHALLENGED AND DOES NOT ALTER THEIR BEHAVIOUR THIS MUST BE REPORTED TO THE SAFEGUARDING TEAM.
  - LEADERS AND HELPERS SHOULD ENCOURAGE AN ATMOSPHERE OF MUTUAL SUPPORT AND CARE WHICH ALLOWS ALL WORKERS TO BE COMFORTABLE ENOUGH TO DISCUSS INAPPROPRIATE ATTITUDES OR BEHAVIOUR.
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## RATIOS

WHEN WORKING WITH CHILDREN THE FOLLOWING RECOMMENDED MINIMUM RATIOS APPLY:

Age range	Recommended minimum ratio for <b>INDOOR</b> activities
0 – 2 years	1:3 (minimum 2)
3 years	1:4 (minimum 2)
4 – 8 years	1:6 (minimum 2)
9 – 10 years	1:8
11 years and over	1:10

THESE RECOMMENDATIONS DO NOT TAKE INTO ACCOUNT ANY SPECIAL CIRCUMSTANCES SUCH AS BEHAVIOURAL ISSUES, DEVELOPMENTAL ISSUES, DISABILITY AND SO ON, WHICH MAY MEAN AN INCREASE TO THE RECOMMENDED RATIO.

IN CALCULATING THE RATIOS OF WORKERS TO CHILDREN, YOUNG LEADERS WHO ARE UNDER THE AGE OF 17 CANNOT BE INCLUDED IN THE ADULT RATIO. YOUNG LEADERS SHOULD BE AGED 14 OR OVER, AND WILL NOT BE INCLUDED IN THE CHILD RATIO.

WHERE A SINGLE ADULT IS OVERSEEING A GROUP, OR IN ANY SITUATION, THEY SHOULD NEVER PLACE THEMSELVES ALONE WITH A CHILD THAT IS NOT THEIR OWN AND SHOULD BE LOCATED IN CLOSE PROXIMITY TO OTHER ADULTS WITHIN SIGHT AND/OR HEARING.

## A SAFE COMMUNITY

### RISK ASSESSMENTS

*A specific risk assessment will be carried out by each group leader for any children's activities which may take place throughout the year.*

*There are approved templates/past examples for most activities that can be used.*

*If there is not an already approved template, please fill out the form and have it approved by the safeguarding team or the Youth Deacon. Risk assessments will be stored in Teams in the appropriate folder.*

### SAFE PREMISES

*KEC takes seriously its responsibility to ensure that changes made to the school each Sunday in preparation for Worship and Sunday School are safe for all who use them. The Fabric Deacon will regularly review procedures to ensure safety when making changes to the schools layout when setting up.*

*The following checklist identifies guidelines to ensure the safety of all, especially, children:*

- *Doorways and passages are to be kept clear at all times;*
- *Emergency Exits are to be clearly shown at all times;*
- *Sunday School teachers be aware of evacuation procedure*
- *Kitchen / refreshment serving area to be out of bounds to children unless supervised;*
- *a First Aid Kit will be kept in the school staff room*
- *Accident and incident book in the foyer for all usage;*

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### RECORD KEEPING

*A register will be kept of children and leaders attending each session.*

*Accurate details of addresses and telephone contacts, relevant medical information, will be maintained and kept to hand during meetings in case needed.*

*The accident book for accidents or near misses to be updated, in the foyer of the school.*

*Recording of significant incidents or causes for concern, should be kept by the Safeguarding Coordinator in a secure location.*

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### PARENTS AND GUARDIANS RESPONSIBILITIES

*Parents and guardians are responsible for their children at all times whilst they are in the church environment, except whilst in a small group event when a leader accepts the responsibility. Once accepted, they are in KEC's care until a parent or guardian collects them.*

*It is the duty of a parent or guardian to bring and collect their children from meetings promptly, unless other arrangements have been made.*

*If a parent does not have the right of access to a child, the leaders of that child's group must be informed.*

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#### WHEN A KNOWN OFFENDER IS PRESENT

***KEC HAS A SEPARATE POLICY FOR KNOWN SEX OFFENDERS WHICH WILL BE MANAGED BY THE SAFEGUARDING OFFICER, A COPY OF WHICH WILL BE AVAILABLE ON REQUEST.***

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#### NOVEL SITUATIONS

NO POLICY CAN BE WRITTEN THAT COVERS EVERY EVENTUALITY. IF A SITUATION ARISES THAT IS NOT COVERED OR WHERE THE APPROPRIATE ACTION IS UNCLEAR, IT MUST BE RAISED WITH THE YOUTH DEACON AND SAFEGUARDING COORDINATOR AND ANY NECESSARY UPDATES MADE.

## HELPFUL NUMBERS

### Useful Guidance from Hampshire County Council

If you have any concerns because you think that a child might be being abused and you want to talk to someone or ask someone to find out what is going on, you should contact the Children's Services Department.

During office hours (8:30am – 5:00pm) - you should contact **CHILDREN'S SERVICES: 0300 555 1384**

At all other times you should contact the **OUT-OF-HOURS SERVICE: 0300 555 1373**

If this line is engaged you will be put through to an answerphone. Leave your name and number and we will call you back as quickly as possible.

You should make notes while on the telephone and keep these in a secure place, these notes will have to be attached to any documentation you have completed about the situation.

Hampshire Police: [www.hampshire.police.uk](http://www.hampshire.police.uk)

Please note, Hampshire Constabulary no longer have a direct telephone number available to the public. Use their website to access the help that you need. **IN AN EMERGENCY CALL 999 OR FOR OTHER NONEMERGENCY SITUATIONS CALL 101**

**NSPCC: CHILD PROTECTION LINE: 0808 800 5000**

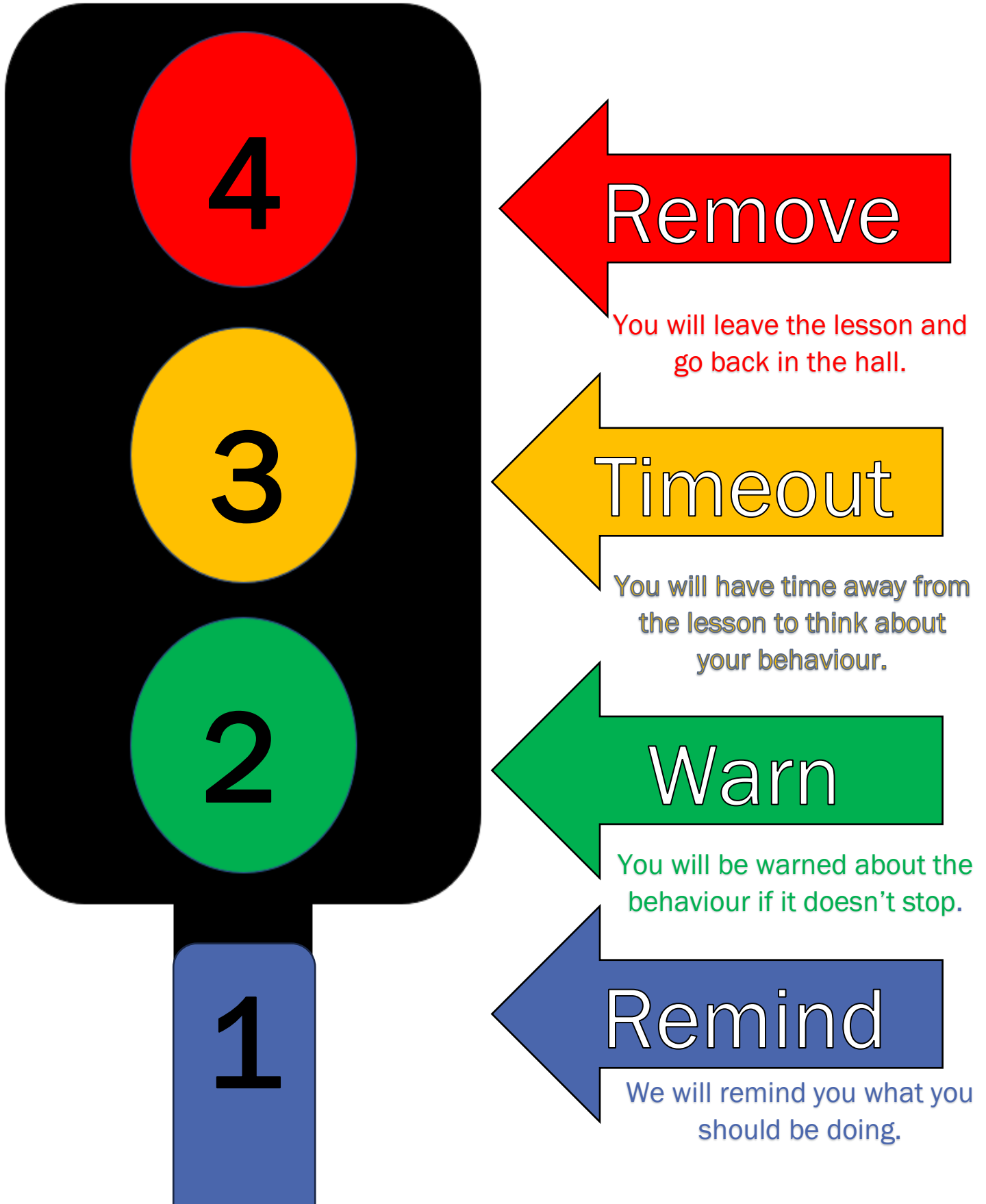
**CHILDLINE, FOR THOSE AGED 19 OR UNDER: 0800 1111**

Allegations against people in a position of trust - If you believe that a child has been harmed or put at risk by a person in a position of trust, you should contact the **LOCAL AUTHORITY DESIGNATED OFFICER (LADO) 01962 876364**  
Or you can write to: The Safeguarding Unit

Children's Services Department, Hampshire County Council, Elizabeth II Court North, The Castle Winchester  
SO23 8UG

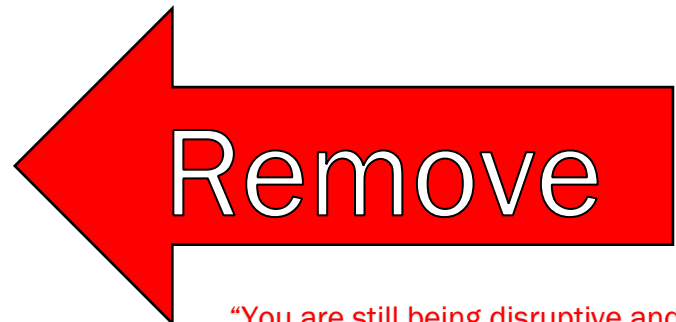
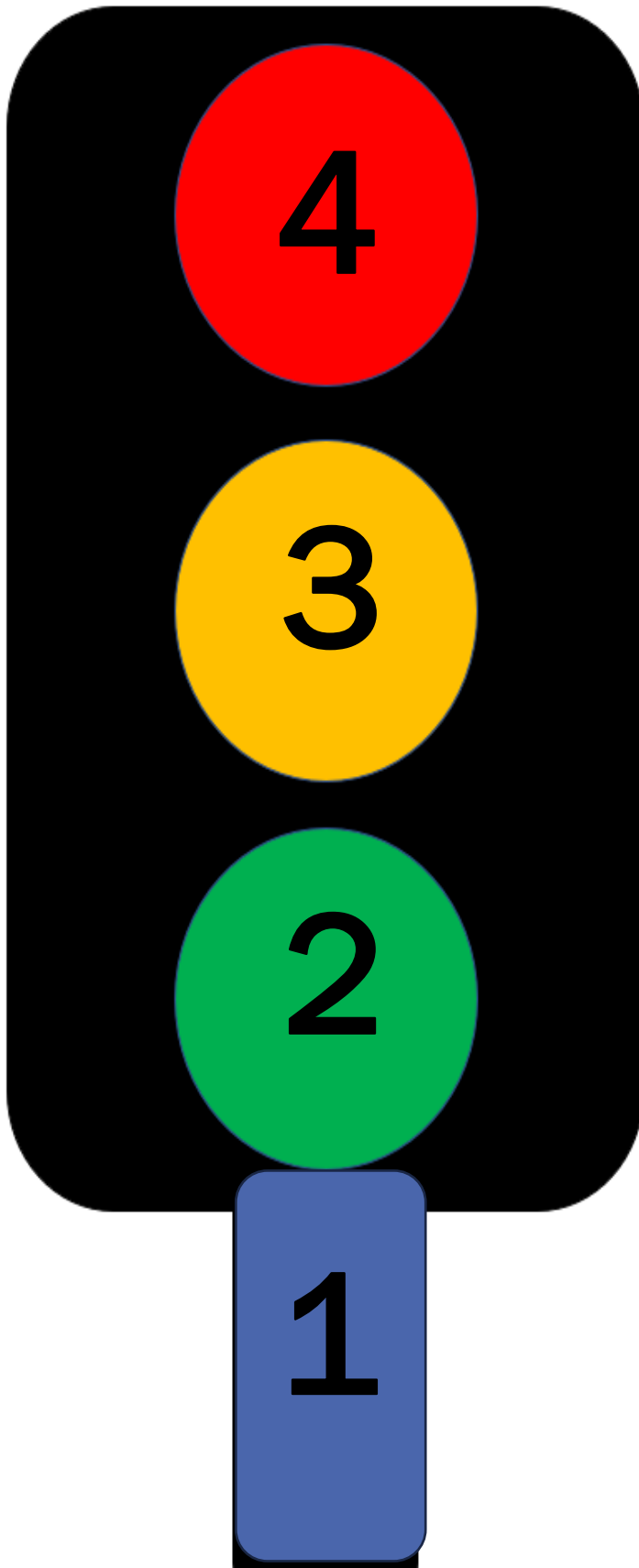
### Behaviour Traffic Lights

We want you to learn about Jesus and have fun in lessons, but if your behaviour is not as we would expect we will follow the traffic light system below.

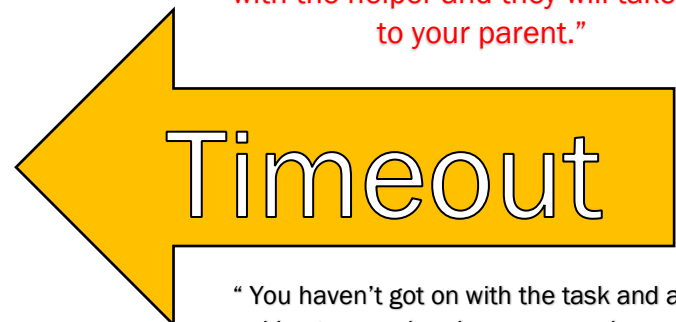


### Behaviour Traffic Lights – Adult version

- Use the specific language in this chart to keep consistency with the children.
- Speak calmly and without emotion to explain what behaviour is not acceptable and how it can be corrected.
- Give time for processing and re visit the child, do not hover over them.
- Reprimand in private – keep the comments quiet and do not give the child attention in front of the whole class.
- Try to have positive conversations on how to improve or recall positive times from the past.



“You are still being disruptive and the others can’t learn. You will need to go with the helper and they will take you to your parent.”



“ You haven’t got on with the task and are still making too much noise, can you please go and have a seat over there for 2 minutes. Have a think about what you need to do to.”

Have a restorative conversation about how to improve before coming back to the group.



“You are still making lots of noise and are distracting others, I am now warning you that you must put the toys down and have a go at the task’



“I have asked you to stop banging toys on the table as it is making noise and people can’t concentrate’