



**SAFEGUARDING and CHILD
PROTECTION
POLICY**

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SAFEGUARDING AND CHILD PROTECTION POLICY

Church details

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Denomination: Affiliated to the Fellowship of Independent Evangelical Churches

Charity number: 1167735

Insurance company: Congregational

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OUR COMMITMENT

The Elders are committed to providing a safe and caring environment for everyone: children, young people and adults. As such we reserve the right to place conditions on the attendance of persons on the Register of Sex Offenders under the Sex Offenders Act 1997.

We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical and mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child". As Elders we have therefore adopted the procedures set out in this safeguarding and child protection policy in accordance with statutory guidance including the Children Act 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' and 'What to

do if You are Worried a Child is Being Abused or neglected' 2015. The guidance reflects, 'Keeping Children Safe in Education' 2016 and Local Safeguarding Board and Wiltshire Children and Young People's Trust revised Multi-Agency Thresholds for safeguarding Children, 2014.

Whenever a situation of child abuse occurs the Elders will place the child's needs uppermost and support the appropriate agencies (police and social services) in ensuring this.

When other organisations use the Church premises, it shall be a condition that they either follow their own Safeguarding and Child Protection Policy or agree to adopt the Church's policy which will be made available to them.

The Church cannot take responsibility for the activities of other organisations using the premises.

PRINCIPLES OF POLICY

In the light of its extensive ministry among children and young people, the Church is committed to the following principles:

1. That the process for the appointment of workers with young people as outlined in this policy is followed.
2. That every 36 months adults working with children have a Disclosure and Barring Service (DBS) check.
3. When Enhanced Disclosure and Barring Service Certificates (EDBS) are issued or renewed, persons are required to sign the Covenant Form (Appendix 5).
4. Those visiting or assisting on a temporary basis and who do not have a ECRC should be supervised.
5. That the Church's Designated Person for Safeguarding be someone who has undertaken relevant training.
6. That all adults working with children undertake an online training course on a three year cycle and that new appointments undertake online training as soon as possible after their appointment.
7. All concerns must be reported directly to the Designated Person for Safeguarding as quickly as possible. If unavailable, the Elder with responsibility for Young People's Work should be contacted.
8. It is not the role of any Church member or trustee to investigate any allegations of child protection matters.
9. The Elders will ensure that appropriate pastoral support is provided to any member against whom an allegation of a child protection concern is made. Where the

allegations involve different individuals within the Church, the Elders will ensure that pastoral support is appropriately given to all such individuals.

10. That young people will be able to discover the truth of the good news of Jesus in a safe and secure environment.
11. The Safeguarding and Child Protection Policy should be reviewed annually.

APPOINTMENT OF WORKERS WITH CHILDREN AND YOUNG PEOPLE

Workers with children and young people are defined as those church members and regular attendees (both over and under 18 years old) who lead or take part in activities provided for children and young people. It is recognised that those interested in becoming a worker may benefit from a taster period of about four weeks before being considered for appointment to this role.

When someone is interested in becoming a worker the person recruiting them ie Urban Saints co-ordinator should ask them to complete the proforma at appendix 4. This should then be given to the church office. The office will then

- send the applicant a copy of the church Safeguarding and Children Protection policy.
- inform the Elder responsible for Young People's work of the application so that the Elder will arrange to meet with the applicant.
- Contact the Deacon responsible for DBS checks who will arrange for the applicant to complete a DBS.

On appointment they will receive a letter from the Church Elder responsible for Young People's work confirming their appointment.

As soon as possible after their appointment they will complete a training course on safeguarding and child protection. Thereafter they will attend training sessions on a three-year cycle.

Documentation relating to the appointment of workers will be retained in a secure place for reference.

The criteria for **NOT** appointing workers are any indications of previous involvement in abuse of children; violence or other inappropriate behaviour; unsuitability in the view of the Elders.

RECOGNISING THE SIGNS OF CHILD ABUSE

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

“Child” refers to a child or young person under the age of 18 years.

Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

Categories of Abuse

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse
- Neglect

Signs of Abuse in Children

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-harm
- Depression
- Age inappropriate sexual behaviour

Risk Indicators

The factors described in this section are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred, but:

- Must be regarded as indicators of the possibility of significant harm
- Justifies the need for careful assessment and discussion with the Designated Person for Safeguarding (or in that person’s absence the Elder responsible for Young People)
- May require consultation with and / or referral to Social Services

The absence of such indicators does not mean that abuse or neglect has not occurred.

In an abusive relationship the child may:

- Appear frightened of the parent/s
- Act in a way that is inappropriate to her/his age and development (though full account needs to be taken of different patterns of development and different ethnic groups)

The parent or carer may:

- Persistently avoid child health promotion services and treatment of the child's episodic illnesses
- Have unrealistic expectations of the child
- Frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)
- Be absent or misusing substances
- Persistently refuse to allow access on home visits
- Be involved in domestic abuse

Recognising Physical Abuse

The following are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Parents are absent without good reason when their child is presented for treatment
- Repeated presentation of minor injuries (which may represent a "cry for help" and if ignored could lead to a more serious injury)
- Family use of different doctors and A&E departments
- Reluctance to give information or mention previous injuries

Bruising

Children can have accidental bruising, but the following must be considered as non-accidental unless there is evidence or an adequate explanation provided:

- Any bruising to a pre-crawling or pre-walking baby
- Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- Two simultaneous bruised eyes, without bruising to the forehead, (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Variation in colour possibly indicating injuries caused at different times
- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face
- Grasp marks on small children
- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

Bite Marks

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3 cm in diameter are more likely to have been caused by an adult or

older child. A medical opinion should be sought where there is any doubt over the origin of the bite.

Burns and Scalds

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water of his/her own accord will struggle to get out and cause splash marks)
- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation

Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

Fractures

Fractures may cause pain, swelling and discolouration over a bone or joint.

Non-mobile children rarely sustain fractures.

There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- There are associated old fractures
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement
- There is an unexplained fracture in the first year of life

Scars

A large number of scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

RECOGNISING EMOTIONAL ABUSE

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The indicators of emotional abuse are often also associated with other forms of abuse.

The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child and parent/carer
- Indiscriminate attachment or failure to attach
- Aggressive behaviour towards others
- Scapegoated within the family

- Frozen watchfulness, particularly in pre-school children
- Low self-esteem and lack of confidence
- Self-harm
- Withdrawn or seen as a “loner” – difficulty relating to others

RECOGNISING SIGNS OF SEXUAL ABUSE

Children of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child/family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional/behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate to the child’s age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder), self-mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes e.g. for sports events (but this may be related to cultural norms or physical difficulties)

Some physical indicators associated with this form of abuse are:

- Pain or itching of genital area
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is not disclosed
- Physical symptoms such as injuries to the genital or anal area, bruising to buttocks, abdomen and thighs, sexually transmitted disease, presence of semen on vagina, anus, external genitalia or clothing.

Sexual Abuse by Young People

The boundary between what is abusive and what is part of normal childhood or youthful experimentation can be blurred. The determination of whether behaviour is developmental, inappropriate or abusive will hinge around the related concepts of true consent, power imbalance and exploitation. This may include children and young people who exhibit a range of sexually problematic behaviour such as indecent exposure, obscene telephone calls, fetishism, bestiality and sexual abuse against adults, peers or children. Developmental Sexual Activity encompasses those actions that are to be expected from children and young people as they move from infancy through to an adult understanding of their physical, emotional and behavioural relationships with each other. Such sexual activity is essentially information gathering and experience testing. It is characterised by mutuality and of the seeking of consent.

Inappropriate Sexual Behaviour can be inappropriate socially, inappropriate to development, or both. In considering whether behaviour fits into this category, it is important to consider what negative effects it has on any of the parties involved and what concerns it raises about a child or young person. It should be recognised that some actions

may be motivated by information seeking, but still cause significant upset, confusion, worry, physical damage, etc. It may also be that the behaviour is “acting out” which may derive from other sexual situations to which the child or young person has been exposed.

If an act appears to have been inappropriate, there may still be a need for some form of behaviour management or intervention. For some children, educative inputs may be enough to address the behaviour.

Abusive sexual activity includes any behaviour involving coercion, threats, aggression together with secrecy, or where one participant relies on an unequal power base.

RECOGNISING NEGLECT

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care
- A child seen to be listless, apathetic and irresponsive with no apparent medical cause
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

ABUSE OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Children with Special Educational Needs and Disabilities may be especially vulnerable to abuse for a number of reasons:

- many children have an increased likelihood of being socially isolated with fewer outside contacts;
- their dependency on parents and carers for practical assistance in daily living, including intimate personal care, increases their risk of exposure to abusive behaviour
- they may have an impaired capacity to resist or avoid abuse
- they may have speech, language and communication needs which may make it difficult to tell others what is happening
- they often do not have access to someone they can trust to disclose that they have been abused
- they can be especially vulnerable to bullying and intimidation.

Where a child has communication impairments or learning disabilities, special attention should be paid to communication needs, and to ascertain the child's perception of events, and his or her wishes and feelings.

BULLYING

Bullying is an abuse of children. It can take many forms; it can be physical assault, verbal assault, through text messages (cyberbullying), through gestures, intimidation and extortion. Racial harassment and abuse is a particularly distressing form of bullying for children of ethnic minority groups, who may be victimised because of their colour, culture

or racial origins. We must all take seriously what children say about being bullied; the effects of bullying are undermining and debilitating.

SELF-HARM

If someone is self-harming it is a sign of distress. During acts of self-harm, it is common for the person to feel separate or disconnected from their feelings and their pain.

Suicide is the third leading cause of death in 10-19 year olds. However acts of self-harm are not always connected to attempted suicide. For some people, self-harm may be a way of preventing suicide.

Kinds of self-harm frequently witnessed

The direct infliction of pain and/or injury to one's own body, such as:

- Scratching, scraping or picking the skin
- Taking an overdose
- Cutting arms or other parts of the body
- Burning or scalding
- Banging or hitting the head or other parts of the body
- Pulling out hair or any other form of self-mutilation

Kinds of risk factors that may be associated with someone wishing to self-harm or end his/her life

(This list is not exhaustive, but the higher the number of risk factors someone is exposed to, the higher the risk of self-harm.)

- Psychiatric disorders, e.g. severe depression
- Feelings of hopelessness about the future
- Drug/alcohol abuse
- History of verbal/sexual/physical abuse
- Family history of suicide/violence
- Recent loss of significant other in person's life through absence or death
- Separation/divorce of parents
- Ending of a relationship
- Exam stress/poor academic performance
- Being bullied
- Looked after child
- Socially isolated and living in rural area
- Belonging to an ethnic minority group

Warning signs to look out for

(In addition to being aware of the risk factors above, the following warning signs should be taken seriously and further advice sought from the designated officer for Safeguarding and Child Protection.)

- Talking/joking about suicide
- Being preoccupied with death
- Becoming suddenly calmer/happier for no apparent reason
- Giving away possessions
- Engaging in risk-taking or self-destructive behaviour (e.g. driving a car recklessly)
- Expressing negative views, e.g. "I can't go on"

- Withdrawing from normal activities
- Showing fatigue and being unwilling to join in lessons
- Having unexplained marks on arms/body

`How should we respond?

Adults working with children should respond as they do for all child protection matters and discuss concerns with the designated officer for Safeguarding and Child Protection. Should a child self-harm during an activity organised at the Church then medical advice should be sought immediately. If the matter is serious then an ambulance should be called.

CHILD SEXUAL EXPLOITATION

The sexual exploitation of children is described in the government guidance document as; 'involving exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or another or others performing on them, sexual activities. It can occur through the use of technology without the child's immediate recognition; e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child's limited availability of choice resulting from their social/economic and/or emotional vulnerability.'

The following list of indicators is not exhaustive or definitive but it does highlight common signs which can assist professionals in identifying children or young people who may be victims of sexual exploitation.

Signs include:

- underage sexual activity
- inappropriate sexual or sexualised behaviour
- sexually risky behaviour, 'swapping' sex
- repeat sexually transmitted infections
- in girls, repeat pregnancy, abortions, miscarriage
- receiving unexplained gifts or gifts from unknown sources
- having multiple mobile phones and worrying about losing contact via mobile
- having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- changes in the way they dress
- going to hotels or other unusual locations to meet friends
- seen at known places of concern
- moving around the country, appearing in new towns or cities, not knowing where they are
- getting in/out of different cars driven by unknown adults
- having older boyfriends or girlfriends
- contact with known perpetrators

- involved in abusive relationships, intimidated and fearful of certain people or situations
- hanging out with groups of older people, or anti-social groups, or with other vulnerable peers
- associating with other young people involved in sexual exploitation
- recruiting other young people to exploitative situations
- truancy, exclusion, disengagement with school, opting out of education altogether
- unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- mood swings, volatile behaviour, emotional distress
- self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- drug or alcohol misuse
- getting involved in crime
- police involvement, police records
- involved in gangs, gang fights, gang membership
- injuries from physical assault, physical restraint, sexual assault.

Anyone who becomes aware that a child is vulnerable to CSE should inform the Designated Person for Child Protection as soon as possible.

'HONOUR BASED' VIOLENCE

'Honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Liaison with the police and Social Services would be activated by the Designated Person for Child Protection if there were any suspicion that the above might have taken place or might be going to take place.

FEMALE GENITAL MUTILATION (FGM)

FGM involves procedures that intentionally alter/injure the female genital organs for nonmedical reasons.

4 types of procedure:

Type 1 – Clitoridectomy – partial/total removal of clitoris

Type 2 – Excision – partial/total removal of clitoris and labia minora

Type 3 – Infibulation entrance to vagina is narrowed by repositioning the inner/outer labia

Type 4 – all other procedures that may include: pricking, piercing, incising, cauterising and scraping the genital area.

It is carried out in the belief that:

- FGM brings status/respect to the girl – social acceptance for marriage
- Preserves a girl's virginity
- Part of being a woman / rite of passage
- Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition

- Helps girls be clean / hygienic
- Is cosmetically desirable
- Mistakenly believed to make childbirth easier

FGM is illegal in the UK

FGM is internationally recognised as a violation of human rights of girls and women. It is illegal in most countries including the UK under the Female Genital Mutilation Act 2003. FGM is not a religious requirement or obligation.

Circumstances and occurrences that may point to FGM happening

- Girl talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Girl's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemen, Afghanistan, Kurdistan, Indonesia and Pakistan)
- Knowledge that the girl's sibling has undergone FGM
- Girl talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a girl has undergone FGM:

- Prolonged absence from school and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection
- Disclosure

PREVENTING EXTREMISM AND RADICALISATION

Freshbrook Church is committed to providing a secure environment for all who regularly attend and occasional visitors.

The current threat from terrorism extremism in the United Kingdom can involve the exploitation of vulnerable people, including children, young people and vulnerable adults to involve them in terrorism or activity in support of terrorism.

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Freshbrook Church values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Those who attend have the right to speak freely and voice their beliefs and opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of extremism and terrorism. The normalisation of extreme views may also make people vulnerable to future manipulation and exploitation. Freshbrook Church is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. Those working with young people especially should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

Our Church's approach draws upon the guidance contained in the government publications, Prevent Duty, 2015, Tackling Extremism in the UK, 2013, and Peter Clarke's Report of July 2014.

EARLY HELP

Providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges.

We should, in particular, be alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs;
- is a young carer;
- is showing signs of engaging in anti-social or criminal behaviour;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems and domestic violence;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect.

In the first instance staff should discuss early help requirements with the Designated Person for Child Protection.

WHAT CAN WE DO – IN GENERAL – TO SAFEGUARD OURSELVES?

Treat all children and young people with respect and dignity befitting their age; be mindful of language and tone of voice. The following provides some useful pointers to bear in mind:

1. Be aware of touching when it can be misunderstood

Safe touching e.g.

- when the activity requires it such as games and when a number of different children are openly involved
- when safety demands it such as with younger children
- brief sideways hugs or pats
- when a child is overtly distressed and seeking comfort, the adult can give physical reassurance in view of others.

Misunderstood e.g.

- when alone with a child
- lingering touches or hugs face-to-face
- when a child has not made any approach to the adult

2. Be aware of the need for vigilance – in spending time alone with children

As much as possible keep everything in public. Be aware of the child who demands a lot of individual attention after a session. Create situations so that other children are at least in the background. Avoid seeing children in small confined areas which overstep the boundaries of appropriate social distance. Use rooms with glass in doors.

If you have to spend time with a child, then

- have another member of staff in the room with you **or**
- choose a room with unobstructed internal windows **or**
- leave the door open **or**
- ensure there are people nearby who know what you are doing and, where possible, how long the session is likely to take

In group situations or sessions there should be two leaders present, ideally a male and a female.

Children under six may need help using the toilet. Independence should be encouraged as much as possible, but if assistance is really necessary then this should be carried out by a person of the same sex. Do not allow children to gather in toilets in small groups.

3. Distressed child/young person

If a child comes to you in distress you will obviously offer him/her comfort. You should try to avoid any unnecessary physical contact but this will depend upon the age and needs of the child.

If a child constantly comes to you for comfort, you must use your discretion to ensure that what is normal does not become unnecessary and unjustified contact over time.

4. Restraining a child/young person

Where a child may be a danger to himself/herself, others, or property, it may be necessary to restrain him/her. Sometimes it is possible to do this using the voice, but minimum necessary force can and should be used. If possible seek or send for the help of another adult. Remain calm and try to help the child to calm down. Do **not** enlist the help of other children and avoid sudden movements.

Whenever you have to restrain someone, the Designated Person for Safeguarding should be informed without delay.

5. Punishment

Physical punishment is illegal and must not be used.

Insensitive, disparaging or sarcastic language should not be used at any time.

Avoid sending children out of the room without an adult.

6. Dialogue of a sensitive nature

There may be times when you have to enter into dialogue of a sensitive nature, e.g. if you are approached by a child seeking advice, such as during the teaching of sensitive subjects.

At such times you should avoid any probing questions which may be seen as unjustifiable e.g. about the child's family or their habits.

Address questions which are asked but do not make comments which could be misconstrued e.g. if a child comes to you and asks for advice about a boy/girlfriend. If necessary, refer the child to a more appropriate person to give advice.

Always gain a child's agreement before praying with them.

When choosing teaching materials/methods, be aware that you could be the subject of criticism after the event. Consider the cultural backgrounds of the children you are supervising.

Always listen to and value each child's opinion; be careful to show that you have no favourites and avoid having what appears a 'special relationship' with any child.

Do not discuss your personal relationships with or within earshot of children.

7. Out of Church activities

Gain parents' written consent when taking children on outings or residential trips. A less formal approach may be adopted on these occasions, but your standard of conduct should be the same as expected in Church.

Make sure you gain written confirmation of children's medical condition and dietary requirements (e.g. allergies) when organising trips.

Any overnight visit/trip will explicitly set out sleeping arrangements; the role and responsibility of each adult; on/off duty arrangements; clear expectations about boundaries.

8. Use of vehicles for transporting children on Out of Church activities

- All vehicles used in matters related to Freshbrook Church, including all young people's work activities, must have valid insurance (including business / voluntary use), tax, MOT (if required) and be in roadworthy condition.
- All drivers of cars should have a minimum of 6 months driving experience (i.e. since passing test). However, drivers of minibuses must be over 21 and have held a full driving licence for at least 2 years.
- Journeys must be recorded on a journey log sheet provided by the Team Leader.
- Drivers must have a mobile phone and emergency phone numbers of the Team Leader, other drivers and the parents of the young people.
- Parental permission, preferably by letter, must be given before young people under 18 are transported. The Team Leader will note the names and addresses of all those young people under 18.
- If a young person turns up to an event and needs a lift home but does not have written permission and verbal permission cannot be obtained then at the discretion of the Team Leader they are to be taken home.
- Everyone travelling in the vehicle must wear a seat belt at all times.
- If after a warning a young person's behaviour remains dangerous or inappropriate, the driver should stop the vehicle and inform his/her parents. Arrangements should then be made for the young person's safe passage home.
- All drivers working on behalf of the church must abide by the Safeguarding and Child Protection Policy.
- If only one young person is left in a four door car then he/she should sit in the rear seat. However if the car only has two doors the young person should sit in the front seat.
- Young people should be dropped off at the place where they were picked up unless parents have requested otherwise.
- When dropping off a young person ensure that they are safely inside the premises, before leaving.

- In the event of a breakdown, ensure the situation is safe (e.g. if on the hard shoulder of a motorway, ask occupants to leave the vehicle and move well away from the roadside), notify the Team Leader and contact parents.
- On long journeys drivers must take a break of at least 15 minutes after 2 hours and of at least 45 minutes after 4 hours. These breaks can be taken in the vehicle if driving is being shared.

9. Reporting incidents

If, at any time, you feel that your actions may have been misconstrued, then you should discuss this with the Designated Person for Safeguarding as soon as possible after the event. Whenever you have physically restrained a child, always report this to the Designated Person for Safeguarding.

10. Photography and images

To ensure protection of young people we will:

- seek parental consent for photographs to be taken or published (for example, on our website or publications)
- use only child's first name with an image

Photographs taken by parents at church events are for personal use only and must not be shared on social media without consent.

HOW TO HELP A CHILD WHEN ABUSE IS DISCLOSED

1. **Be prepared to listen and comfort and never stop a child who is freely recalling significant events.** Do not ask leading questions and as soon as you can *after the disclosure* record what was said on the form *Checklist for Recording Child Protection Concerns*, a copy of which is in Appendix 1 (spare copies are kept in the Church Office). Strike a balance between gathering enough information to establish whether or not there is cause for concern and undertaking an investigation interview which is the responsibility of the investigating agency.
2. **Stay calm and controlled.** Over-reacting can frighten the child and compound feelings of guilt.
3. **Do not show revulsion or distress** however distasteful the events are.
4. **Never promise confidentiality as you may have to pass on information to a third-party at a later date.** Explain that you will only tell those who need to know and who can help.
5. **Let the child know at once that it was not his/her fault, and keep restating this.**
6. **Follow procedures (see below).** Be clear about the extent and the limits of your role.
7. **Be aware of your own feelings with relation to sexual abuse.**
8. **Stay with the child if you can while procedures are followed.**

9. **Reassure the child that you still care for them**, that the disclosures have not made you lose any affection or respect for them.
10. **Reassure the child that they were right to tell now** even though the abuse may have happened or started a long time ago. Children usually feel guilty for not having told earlier so they need to know that people tell when they feel ready and safe. They also feel guilty for just telling.

Procedures to be followed – internal

1. Record on the *Checklist for Recording Child Protection Concerns* what you have heard as close to the event as possible. Use the child's actual words as much as possible and be factual. Record all subsequent transactions with the child. You may need to show that you have not coached him/her (e.g. by asking leading questions).
2. Immediately Contact Freshbrook Church's Designated Person for Safeguarding or, if unavailable, the Elder responsible for Young People's Work. They, with you, will decide what needs to be done. You should not talk to anyone else about the issue.
3. Your role will be to support the child as the person to whom the disclosure was made.
4. A difficult time can be between the initial referral and when social services are able to act. You will need support as well as the child. It is important that you do not discuss the disclosure with anyone other than those nominated above.

Procedures to be followed – external

If these are deemed appropriate they will be instigated by the Designated Person for Safeguarding or the Elder responsible for Young People's Work. You will not be involved with the referral itself. Once referral has been made decisions are the Social Services team's responsibility.

APPENDIX 1 – Checklist and guidance notes for Recording Safeguarding and Child Protection Concerns

to be used to record any incident involving young people that needs to be reported and/or investigated

| | |
|--|--|
| Date of incident (include year) | |
| Name and address of young person and date of birth | |
| Factual account of the incident or information (if on a separate sheet please attach this form) Who? What? Where? When? | |
| Your opinion, if appropriate (if on a separate sheet, please attach to this form) | |
| Your name and job title | |
| Names and job titles of any other workers involved (please print) | |
| With whom has the information been shared? | |
| What action has been taken and by whom? | |
| Outcome, including date for review where appropriate | |
| Your signature (please print name underneath) | |
| Date and time of log | |

Once you have completed this form please hand it straight to the Designated Person for Safeguarding - John Cullis or the Elder Responsible for Young People's work – Dave Davison.

Guidance when making a record of a child protection incident or concern

- It is important to make it clear to the child that any disclosure made will be treated with sensitivity, but may need to be shared with professionals who need to know e.g. “I will only tell those people who need to know”
- A record of a concern, suspicion or allegation should be made at the time or as soon as possible after the event. (N.B. it is not advisable to make a written record whilst a child is disclosing abuse as this may deter the child from speaking)
- Be aware that when completing the form overleaf that it might be accessed by people months even years after being written. Therefore bear in mind that someone who is a complete stranger to you and the Church may read it at some stage in the future
- Ideally, logs of incidents should be typed, but if handwritten make sure it is legible and written in ink. All notes and reports must contain the following:
 - Date of the incident
 - Date and time of the record being made (remember to include the year)
 - Name and date of birth of the child(ren) concerned
 - A factual account of what happened and the location of where the incident took place (include the actual words spoken by the child where possible)
 - A note of any other people involved e.g. witnesses
 - Action taken, and any future plans (e.g. monitor and review)
 - Any other agencies informed
 - Printed name of the person making the record
 - Job title of the person making the record
 - Signature (print name alongside / underneath)
- You should identify the source of your information e.g. “Ms Terry told me that” or “I saw Rachel in the Church lounge after the Friday youth session”
- Information should be factual or based on fact. Record what you saw, heard, etc. and avoid being vague/woolly (e.g. “Jenny was crying and rocking” not “Jenny was upset”)
- Distinguish clearly between fact and your professional opinion. When recording your professional opinion, make it clear what your opinion is based on (e.g. “Harry appeared to be frightened. When his mother arrived he ran and hid under the table and clung to me when I tried to get him out”.) Expressing an opinion as to whether the child is telling the truth is not helpful and can prejudice how a case proceeds.
- Make a note of what you have done with the information (e.g. “I consulted the Designated Person for Safeguarding, (Name), who then contacted Social Services.”). It is wise to do this for your own peace of mind.
- Try to avoid phrases that will not be understood by people outside the Church e.g. “this happened after Unite”) which someone from another agency or outside of the Church would not necessarily understand.

APPENDIX 2 – Organisational Guidelines for Working with Children and Young People

1. Gain parental permission for everything.
Outside games and other regular local activities could be by a general agreement when the children sign on. Special events, e.g. swimming, trips, residential's require written agreement. Ensure parents are given complete details in writing well in advance of the event.
2. Keep a register of children.
Have a registration form that includes name, address, date-of-birth, parents' contact details, agreement for local trips and administration of emergency treatment.
3. Ensure emergency contacts are up-to-date.
Parents will not inform you of changes, so request updates on a regular basis, especially each time a trip is organised.
4. Get to know parents as well as possible.
Try to find out as much as possible about family background, such as parents' relationship with the child and if a parent does not have right of access.
5. Try to build positive relationships with parents.
When parents drop off children or arrive to pick up children, use the occasions to chat to them.
6. Follow procedures for minor injuries.
 - If possible seek the help of a first aider
 - Be aware of where the first-aid boxes are kept (if in the Church building there is one situated in the kitchen on top of the fridge, one in the resources room and one in the main Church office; if on a trip then one of the trip leaders should have a first-aid bag)
 - Inform parents of the incident
 - If the child needs further medical attention and it is deemed necessary then call an ambulance and inform parents that you have done so and which hospital the child is being taken to
 - Make appropriate arrangements for other siblings and other members of the group if someone has to accompany the child to the hospital
 - Complete the accident log which is kept in the first-aid box.
7. Allegation against staff/volunteer

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

Working Together to Safeguard Children 2015 no longer refers to them as LADOs only 'Designated Officers'. However, the function remains the same which is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults with care and support needs. Where you are liaising with a Designated Officer discuss with them about the need to refer to the DBS. If a Designated Officer is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

APPENDIX 3 – Contacts

Designated Person for Safeguarding (DPFS)

John Cullis
33 Cambria Place
Swindon
Wilts
SN1 5DN
Mobile: 07963590401
Email: DPFS@fresbrook.org

Elder Responsible for Young People's Work

Dave Davison
11 Castle Dore
Freshbrook
Swindon
Wilts
SN5 8PQ
Mobile: 07891857680
Email: safeguardingelder@freshbrook.org

PCCA Churches Child Protection Advisory Service

P O Box 133
SWANLEY
Kent
BR8 7UQ
Tel. (01322) 660011 or (01322) 667207

Swindon Borough Council Social Services Department

Swindon Borough Council
Civic Office Complex
Euclid Street
Swindon
Wilts
Tel. (01793) 463000

Church address: Freshbrook Church, Worsley Road, Freshbrook, Swindon, Wilts SN5 8NU.
Office: 01793 873050. www.freshbrook.org

APPENDIX 4 - Application for Children's/Youth Work within Freshbrook Church

to be completed by all new workers with children/young people

| |
|-------------------------------|
| Name: |
| Address: |
| Contact details: phone/email: |

Why do you wish to become involved with the Children's/Youth Work within Freshbrook Church?

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What previous experience do you have working with children/young people?

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Please let us know if there are any particular groups (age ranges) that you would prefer to work with.

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Thank you for taking the time to complete this form. Please now sign the declaration at the bottom of this page and return it to the person who asked you to complete it.

Signed..... Dated.....

For internal use only:

Date of meeting with Church Elder responsible for Young People's work and outcome of the meeting.

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APPENDIX 5 - Children's/Youth Worker's Covenant form

To be signed by **all** workers with children/young people each time they complete a DBS check.

Name:

Address:

Contact details: phone/email:

I have read and understood Freshbrook Safeguarding and Church's Child Protection Policy.

Signed:

Dated: