

Guidelines for Safeguarding Children

Issue: v3.1

Classification: Internal use only

Document Owner: Chair of the Trustees

Document Author: Paul Archer

Review Date: 01/11/2019

Community Church Chafford Hundred – All rights reserved

The information contained herein is confidential and the property of Community Church Chafford Hundred and is supplied without liability for errors or omissions. No part may be reproduced, disclosed or used except as authorised by contract or other written permissions. The copyright and the foregoing restriction on reproduction and used extend to all media in which the information may be embodied.

Registered Address: First Floor, Unit 2, Lakeside Business Village, Fleming Road, Chafford Hundred, Grays, RM16 6EW

Registered Charity Number: 1062301

History of Change

Version	Date	Description
VO1	01/10/2012	First Draft
VO2	01/03/2013	Second Draft
VO3	26/03/2013	Final Draft
VO4	27/04/2013	Version 1
VO5	29/03/2016	Version 2 First Draft
VO6	24/07/2016	Version 2
VO6	26/08/2019	Version 3 Draft
VO7	01/11/2019	Version 3 Final Draft

Contents

Introduction	4
1. What is the Framework for Safeguarding Children?	5
2. What to do about your concerns	7
3. Key contacts	8
4. Responsibilities for safeguarding children	10
6. Recognising Signs of Abuse	11
Physical Abuse	11
Emotional Abuse	12
Neglect	12
Sexual Abuse	13
7. Safe recruitment of staff, students and volunteers	14
Disclosure and Barring Service (DBS) Checks with Community Church	14
8.2 Internet Use	16
8.3 Social Media sites for Workers	16
8.4 Mobile Phones	17
8.5 Photos, videos and media	17
8.6 Outings & Trips	17
8.8 Schools Work Policy	18
8.9 Private Fostering	18
9. Multi-Agency Public Protection Arrangements (MAPPA) with Chafford Hundred Community Church	19
10. Allegations made against staff, students and volunteers	19
Support	20
11. Implementation checklist	21
References	22
Appendix 1: Discipline guidelines	23
Appendix 2 – Children’s Registration Form	25
Appendix 3: Trips and Residential Form	26

Introduction

Places of worship are often on the frontline when it comes to helping, and providing amenities for, children and families, both within their buildings and their local communities. This is recognised in Working Together to Safeguard Children (2018).

The Executive Summary states that:

‘Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children.’

Community Church (Chafford Hundred, Chadwell St Mary, Ockendon, Basildon) needs to ensure that we:

- Adopt safeguarding policies and procedures
- Follow procedures for safe recruitment
- Ensure workers receive Safeguarding Children training
- Follow government guidelines in relation to safe working practice (e.g. What to do if you're worried a child is being abused (2015) and Working Together to Safeguard Children 2018)

1. What is the Framework for Safeguarding Children?

Like other agencies that work with children, churches, other places of worship and faith based agencies need to have appropriate arrangements in place for safeguarding and promoting the welfare of children. All faith communities, with support from nominated individuals in the Local Safeguarding Partnership arrangements should be encouraged to develop and maintain their own Safeguarding Children procedures, consistent with SET (Southend, Essex and Thurrock) Child Protection Procedures. In particular, these should include:

- Procedures for staff and others to report concerns they may have about the children they meet (in line with SET Child Protection Procedures), as well as arrangements such as those described above
- Appropriate codes of practice for staff, particularly those working directly with children
- Recruitment procedures in accordance with SET Child Protection Procedures, alongside training and supervision of staff (paid or voluntary)
- Procedures for dealing with allegations against staff and volunteers

Faith communities should ensure that all Church Leaders, staff and volunteers who have regular contact with children:

- Have been checked for suitability in working with children and understand the extent and limits of the volunteers' role
- Are aware of the possibility of child abuse and neglect
- Have access to training opportunities to promote their knowledge
- Know how to report any concerns about possible abuse or neglect
- Are vigilant about their own actions so they cannot be misinterpreted

In developing procedures for Safeguarding Children, faith communities should be encouraged to:

- Nominate an individual to take responsibility for drawing up and maintaining a policy for Safeguarding Children
- Have a designated person for reporting Safeguarding Children concerns to, along with a deputy
- Have guidelines about the care of children in the absence of parents, which respect the rights of the child and the responsibilities of the adult towards them
- Have guidelines about safe caring practices e.g. not being alone with children without alerting others to the reason, guidelines on touch, and discipline, and have in place abuse of trust guidelines, and ensuring sufficient supervision of groups / activities. Ensure that all allegations, however minor, are reported to the agency / group manager / leader
- Have rigorous recruitment procedures for workers (whether paid or voluntary) including completing application forms, taking up references, interviewing candidates, and undertaking DBS disclosures where appropriate

- Ensure that workers undertake Safeguarding Children training
- Recognise that members of faith communities may be victims of abuse, and to provide assistance to support those affected by abuse
- Recognise that faith communities can include those who have harmed children; therefore, to safeguard children, faith communities should work with local authority children's social care and where appropriate Multi-Agency Public Protection Arrangements (MAPPA) to provide supervision and pastoral care of offenders, including contracts
- Ensure that any agencies who hire premises (e.g. playgroups have Safeguarding Children procedures in place)
- Promote and maintain links with the statutory agencies in relation to both general and specific safeguarding children matters

Whenever there is concern that a child has been abused or neglected the concern should be referred, without delay, to the duty social worker for the local authority area in which the child lives.

2. What to do about your concerns

In the event that a child makes an allegation or disclosure of abuse about an adult or another child or young person, it is important that you:

- Listen to them and/or closely observe their presentation and behaviour;
- Let them know that you take what they are saying seriously;
- Do **not** attempt to question or interview them yourself;
- Let them know that you will need to tell someone else in order to help them.
- **Do not promise to keep what they tell you secret;**
- Inform the Community Church designated Lead Safeguarding Children Officer (LSCO) as soon as possible;
- Make a written record of the incident or events, sign and date;

At Community Church It will be left to the Safeguarding Children Officer or deputies to decide whether to inform the parent/carer of the referral, however, do not inform the person who is named as the abuser if you feel this might place the child at further risk of harm.

Sometimes you may just feel concerned about a child but do not know whether to share your concerns or not. In this situation you should always raise your concerns with the Community Church designated LSCO, who will help you to decide what to do.

The responsibility for investigating allegations of abuse, whether they result from the disclosure of a child or the concerns of an adult, lies with the duty social worker in the local Children's Services Department and the Police Child Abuse Investigation Team. It is the responsibility of Community Church's LSCO or their deputy to support the reporter of abuse in making a referral to social care.

The Duty social worker will advise the LSCO when or whether to inform the child's parents or carers about any concerns. If they decide to pursue a safeguarding children investigation, the LSCO and deputy will take responsibility to:

- Work closely and collaboratively with all professionals involved in the investigation, in order to keep the child safe;
- Attend a child protection conference if they are invited. To provide information about the Church's involvement with the child, which is why it is important to keep records of concerns;
- Attend any subsequent child protection review conferences.

3. Key contacts

All safeguarding children concerns should be acted upon immediately. If you are concerned that a child might be at risk or is actually suffering abuse, you should tell the designated Safeguarding Children officer within Community Church.

- Community Church Contacts

Lead Safeguarding Children Officer (LSCO)

Mr Paul Archer 07841507468 paul.archer@mycommunitychurch.org.uk

Deputy Safeguarding Children Officers - *contact if LSCO not available*

Mrs Kirstie Diver 07720 302839 kirstie.diver@mycommunitychurch.org.uk

Mrs Elinor Knight 07846 093857 elle.knight@mycommunitychurch.org.uk

Elder responsible for safeguarding children - *contact if LSCO nor Deputies are available*

David Bareham david.bareham@mycommunitychurch.org.uk

Trustee responsible for safeguarding children - *contact if LSCO nor Deputies are available*

Temi Fawehinmi temi.fawehinmi@mycommunitychurch.org.uk

- In an emergency, contact a social worker directly.

Thurrock

01375 652802	Mon-Thu	9:00am-5:30pm
	Fri	9:00am-4:30pm
01375 372468	Out of above working hours & on bank holidays	

Basildon

03456 037614	Mon-Fri	Office hours
03456 061212	Out of above working hours & on bank holidays	

Havering

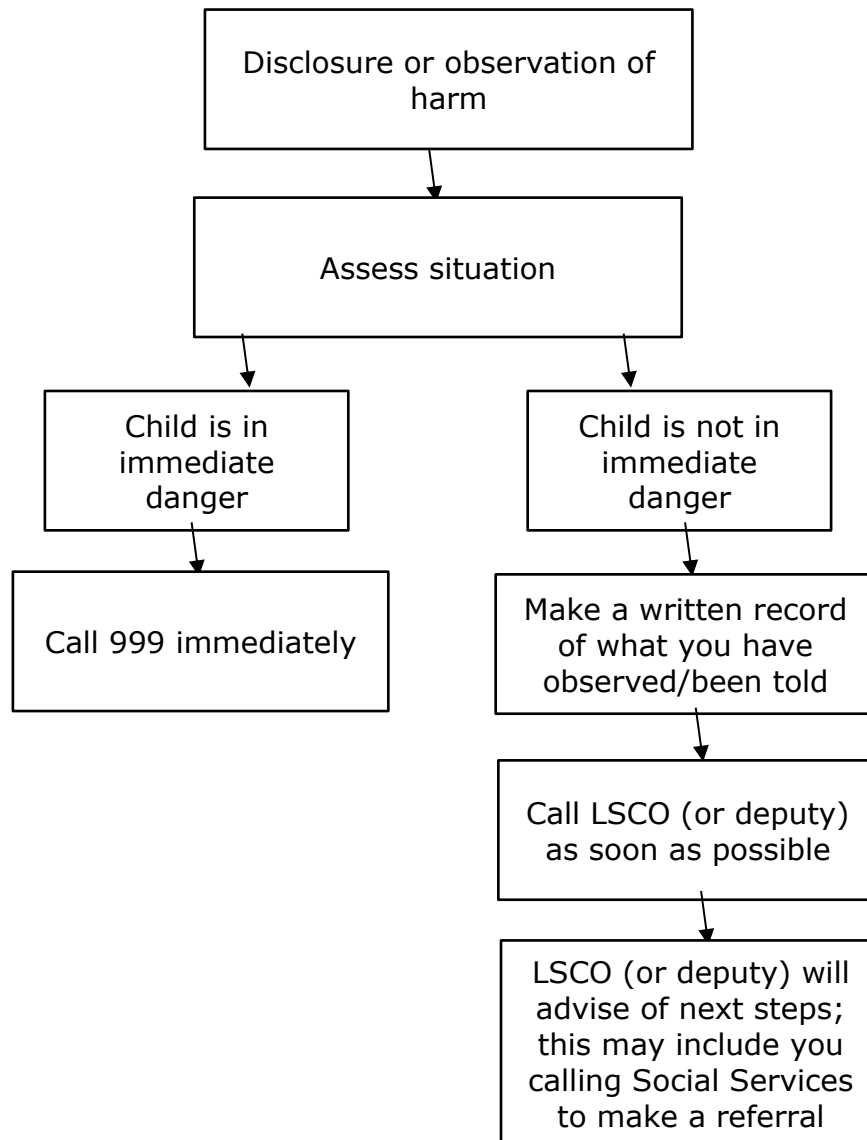
01708 433222	Mon-Fri	Office hours
01708 433 999	Out of above working hours & on bank holidays	

Southend

01702 215007	Mon-Thu	9:00am-5:30pm
	Fri	9:00am-4:30pm
0345 6061212	Out of above working hours & on bank holidays	

- If child is in immediate danger, dial 999 and ask for the Police

If you are looking for advice you can also call Essex Police Child Abuse Investigation Unit on 01268 244010 (9:00am-10:00pm, seven days per week), or outside of these hours contact Grays Police Station on 01375 391212. In such a situation, once you have contacted the police you must immediately contact the designated person or deputy and relate every detail of the situation to them to handle the case moving forwards.



4. Responsibilities for safeguarding children

Community Church recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Acts 1989 and 2004. Under the terms of the Children Act 2004 *anyone under the age of 18 is considered to be a child.*

It is difficult to acknowledge sometimes that abuse can happen within a place of worship but any group or organisation working with children is vulnerable. It is the responsibility of us all at Community Church to put the welfare of children and young people first and to recognise behaviours that can put children at risk.

Community Church needs to have appropriate arrangements in place for safeguarding and promoting the welfare of children. In particular these arrangements should include:

- Procedures for staff and others to report concerns that they may have about the children they meet that are in line with Local Safeguarding Children Boards procedures
- Appropriate codes of practice for staff, particularly those working directly with children such as those issued by their denomination or faith group
- Recruitment procedures in accordance with *Safe from Harm* (Home Office 2008) principles and Local Safeguarding Children Board procedures, alongside training and supervision of staff (paid or voluntary) *Working Together to Safeguard Children* (2018).

We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives, such as domestic violence or substance misuse. There are also customs practiced by some believers that are unlawful in England and which place children and young people at risk. These include forced and under-age marriages; honour killings; female circumcision; and ritualistic abuse.

We aim to create a safe and respectful environment for worship within which children and young people can thrive and places of worship can practice in the security of clear guidance.

These guidelines are for the use of all paid staff, volunteers, and visitors. We will make them available to the parents and carers of the children and young people to whom we offer a service. Through them, we will endeavour to ensure that:

- Children and young people are listened to, valued and respected
- All members of Community Church are aware of the need to be alert to the signs of abuse and know what to do with their concerns
- All paid staff and volunteers are subject to rigorous recruitment procedures and may require a Disclosure and Barring Service (DBS) clearance check, depending on the role they are undertaking.

- All paid staff and volunteers are given appropriate support and safeguarding children training. We will expect all paid staff and volunteers to sign a copy of the safeguarding children policy indicated that they have read the policy, have been trained in the policies application and agree to adhere to it.

6. Recognising Signs of Abuse

It can often be difficult to recognise abuse. The signs listed in these guidelines are only indicators and many can have reasonable explanations. Children may behave strangely or seem unhappy for many reasons, as they move through the stages of childhood or their families experience changes. It is nevertheless important to know what could indicate that abuse is taking place and to be alert to the need to consult further.

Someone can abuse a child by actively inflicting harm or by failing to act to prevent harm. Abuse can take place within a family, in an institutional or community setting, by telephone or on the Internet. Abuse can be carried out by someone known to a child or by a complete stranger.

If you are worried about a child it is important that you keep a written record of any physical or behavioural signs and symptoms. It is important that this record is signed and dated. In this way you can monitor whether or not a pattern emerges and provide evidence to any investigation if required.

Physical Abuse

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, and suffocating. It is against the law to discipline a child by deliberately doing any of these things. Physical abuse can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention; this is called fabricated illness. Symptoms that indicate physical abuse include:

- Bruising in unusual places, such as the face or the back
- Finger mark bruising or grasp marks on the limbs or chest of a small child
- Bites
- Burn and scald marks; small round burns that could be caused by a cigarette
- Fractures to arms, legs or ribs in a small child
- Large numbers of scars of different sizes or ages

Children who have been physically hurt can be fearful of others. They may also wear inappropriate clothes in order to cover their injuries and be resistant to explaining how the injury happened.

Emotional Abuse

Emotional abuse happens when a child's need for love, security, praise and recognition is not met. Some level of emotional abuse is involvement in all types of ill treatment of a child. Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. It can also result when children are prevented from social contact with others, or if developmentally inappropriate expectations are imposed upon them. Children who are living with domestic violence are also impacted by the violent and fearful atmosphere that is present in the home. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention-seeking behaviour
- Very low self esteem or excessive self-criticism
- Excessively withdrawn behaviour or fearfulness
- Anxious behaviour, such as rocking, hair twisting or self-harm
- Lack of appropriate boundaries with strangers; too eager to please
- Eating disorders

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing damage to their health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from harm or danger, or failing to access appropriate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse. Symptoms of physical and emotional neglect can include:

- Inadequate supervision; being left alone for long periods of time
- Lack of stimulation, social contact or education. Inadequate responses to emotional needs
- Inadequate nutrition, leading to ill-health – a child may look too thin, too fat and/or undernourished
- Constant hunger; stealing or gorging food
- Failure to seek or to follow medical advice such that a child's life or development is endangered
- Repeated wearing of inappropriate clothing for the weather

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. This may include physical contact, both penetrative and non-penetrative, or involve no contact, such as watching sexual activities, harassment or looking at pornographic material. Encouraging children to act in sexually inappropriate ways is also abusive. Under the Sexual Offences Act 2003, any sexual activity – contact or non-contact – with a child under the age of 13 is a crime. Symptoms of sexual abuse include:

- Allegations or disclosure
 - Genital soreness, injuries or discomfort
 - Sexually transmitted diseases; urinary infections
 - Excessive preoccupation with sex; inappropriately sexualised play, words or drawings
 - A child who is sexually provocative or seductive with adults
- Older children and young people may additionally exhibit:
- Depression
 - Drug and/or alcohol abuse
 - Eating disorders; obsessive behaviours
 - Self mutilation; suicide attempts
 - School/peer/relationship problems

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law in England. Community Church does not condone practices that are illegal or harmful to children. These are sensitive issues and we need to be able to offer guidance. Examples of particular practices are:

- **Forced Marriages**
No faith supports the idea of forcing someone to marry without their consent. This should not be confused with arranged marriages between consenting adults.
- **Under-age Marriages**
In England, a young person cannot legally marry or have a sexual relationship until they are 16 years old or more
- **Female Genital Mutilation**
This is against the law yet we know that for some in our communities it is considered a religious act and a cultural requirement. **It is also illegal** for someone to arrange for a child to go abroad with the intention of having her mutilated.
- **Ritualistic abuse**
Some faiths believe that spirits and demons can possess people (including children). Prayer can be used very constructively in these circumstances. What should never be condoned is the use of any physical violence to expel the possessing spirit. This is physical abuse and people can be prosecuted even if it was their intention to help the child.

7. Safe recruitment of staff, students and volunteers

The application of rigorous procedures for the recruitment of any staff, students and volunteers who come into contact with children, both directly and indirectly, can reduce the likelihood of allegations of abuse being made that are founded. As an absolute minimum, Community Church has put the following standards in place:

- All prospective staff, students and volunteers will complete an application form which asks for details of their previous employment and for the names of two referees (for prospective worker from within the congregation, one referee must be from outside the church congregation). See appendix 4
- Where appropriate, prospective staff, students and volunteers will have a new DBS check before they start– anyone who refuses to do so will not be accepted to undertake the role they've applied;
- All prospective staff, students and volunteers will be interviewed to establish previous experience of working in an environment where there is contact with children and perceptions of acceptable behaviour;
- Nobody will commence work before references have been received and where needed, the DBS process completed with a disclosure certificate received. Referees will be reminded that references should not misrepresent the candidate or omit to say things that might be relevant to their employment;
- All appointments to work with children will be subject to an agreed probationary period;
- New members of staff will work to an agreed job description, clearly outlining the responsibilities of the role;
- These guidelines will be available to everyone and discussed as part of the induction process.

Disclosure and Barring Service (DBS) Checks with Community Church

The requirement for a DBS check to be undertaken will be in line with statutory guidance.

Should an offence be recorded on a DBS the designated safeguarding children officer will be responsible for all decisions regarding the applicant's application to volunteer or work with children and young people.

8.1 Our Policy

- Community Church will have a designated Lead Safeguarding Children officer and a deputy who must undergo safeguarding children training. It is the responsibility of this

person to make themselves available for consultation by staff, volunteers, visitors, children and their families;

- The names of the Safeguarding Children Team and their duties will be displayed publicly so that everyone (including parents and carers) are aware of who to talk to if they have concerns;
- All staff working with children will receive supervision from the Safeguarding Children Team as and when required. Complete records will be kept of all supervision sessions including areas of discussion and agreed requirements for further training.
- All personnel working with Children and/or young people will attend basic safeguarding children training and well adhere to our discipline guidelines (see appendix 1);
- All records of staff or regular volunteer personal information will be kept in a confidential file in a safe and secure place, furthermore all electronic records pertaining to staff or volunteers will be retained according to the Data Protection Policy.
- Any allegation or concern about a child or adult will be dealt with in a confidential manner. No information will be shared with anyone other than those who need to know;
- No member of staff will be left alone with a child where they cannot be observed by others, except in exceptional circumstances and with prior permission from the parent and LSCO; however, this must be an exception and not a regular occurrence.
- Unfamiliar visitors wandering around will be engaged with by a member of the welcoming team.
- We will constantly be alert to strangers.
- There will always be at least two adults present with a group of children – it is vital that the ratio of adult to child is adequate to ensure safety. For children under 8 the ratio should be no less than 1:8; for children under 5 it should be no less than 1:6. For over 8 years old there are no guidelines so we advise a ratio of 1:10. If these ratios cannot be effectively met, the group in question will be cancelled.
- We will ensure that site specific toilet arrangements are in place for children. This is to be undertaken in consultation with the LSCO.
- The registration and collection of children from children's work is undertaken in line with local operational procedures.
- If a child is not collected after a session we will wait 30 minutes for a parent or carer to arrive. If the parent or carer cannot be contacted, staff should contact the relevant children's services, Duty Team or the police and request assistance.
- For children under the age of 16 we require parents to have provided permission for each individual child to attend the children's work at Community Church – this applies to all sites. Our registration form can be found in Appendix 2. This registration form covers consent for photography, assistance with toileting and emergency medical and dental treatment.

8.2 Internet Use

Those working with children and young people are required to observe safeguarding guidelines when using the internet when fulfilling their responsibilities.

There may be occasions when church members, youth or children's workers wish to use the internet with children or young people, or encourage them to access information online as part of an activity. When this happens, workers are required to follow these guidelines:

- Ensure that parents or carers are aware of what their children or young people are doing and have given their permission.
- When demonstrations are being given, plan beforehand to ensure that all websites visited have material that is appropriate for the age group taking part.
- Where children and young people are being encouraged to undertake subsequent searches on the internet at home, that they do so with the knowledge/supervision of their parent or carer.
- Warn children and young people about the dangers of giving out personal details online.
- If you have any concerns regarding the safety of a child, contact the Safeguarding Children Team at Community Church, youth leaders, social services, or the police (refer to Community Church safeguarding guidelines).

8.3 Social Media sites for Workers

It is recognised that many people within the church use social media sites to communicate with other members of the church including those under the age of 18 years.

Workers must not add people under the age of 18 years to their accounts as this leaves them open to allegations of abuse and grooming over the internet.

Should workers wish to communicate with young people via social media, they should set up a separate account (e.g. Tim Youthworker). The log in details to such an account must be given to the LSCO and only this account may be used to contact anyone under the age of 18. They must also ensure, that on that account:

- Young people do not have access to any inappropriate material i.e. photos or comments of an adult nature
- Security settings on their account are adequate enough to protect the identity of the young person
- the young person's parents/youth leaders are aware that you have added a young person to their account

8.4 Mobile Phones

It is acknowledged that it is necessary for the youth and children's staff and students to contact young people on their mobile phones to communicate information to them. If it is necessary to contact the young person the following guidelines must be used:

- Work mobile phones must be used (not personal mobiles)
- Consent must be obtained by the parent or young person (if aged 14 or over) to contact them
- Phone calls or text messages are not to be sent before 8.00am or after 9.00pm except in special circumstances
- Itemised phone bills for all work phones must be accessible for future reference
- Only in emergencies or exceptional circumstances can personal mobile phones be used
- Community Church maintains the right at all times to inspect work mobile phones for content of messages sent, received and stored

Failure to comply with these requirements may result in disciplinary action.

8.5 Photos, videos and media

Anyone uploading photos or videos to social media will adhere to the following guidelines:

- Children and young people under the age of 18 will not be identified by surname or other personal details. These details include e-mail or postal address or telephone numbers.
- When using photographs of children and young people, wherever possible staff, students and volunteers will use group pictures.
- We will obtain written consent from parents or carers before using photographs or videos on social media. (The office of the Data Protection Commissioner has declared that photographs posted on the internet are personal data. They are therefore subject to data protection legislation.)

8.6 Outings & Trips

- Appendix 3 is the template for our trips and residential consent form.
- Workers accompanying trips will carry the contact numbers for Community Church and emergency services in the event of an alert being necessary;
- If a child goes missing while on a trip, staff should instigate an immediate search. If the child cannot be found immediately, the appropriate security staff of the venue/location and the police should be notified;
- If, having notified security staff and the police, the child cannot be found, the parents/carers of the child will be notified immediately;

- The care of the remaining children is paramount. It is imperative that the children return to the home site as quickly as possible, while a senior staff member remains at the visit site to co-ordinate contact between security staff and the child's parents/carers.

8.7 Transporting Children

- All vehicles for outings must be insured, roadworthy and fitted with seatbelts;
- All drivers will travel with at least one escort. Either the driver or escort should have up to date DBS check and have been subject to appropriate recruitment procedures. All drivers and escorts will agree to abide by these guidelines:
 - Roll call will be taken at the start of a journey, following each stop and again before commencing the return journey; if travelling in more than one vehicle, children will wherever possible travel in the same vehicle there and back;
 - In the event of an accident, parents will be informed as well as the authorities if appropriate.

8.8 Schools Work Policy

Children's or youth workers undertaking work on behalf of a school, automatically falls under the jurisdiction of the schools safeguarding children's policy when they are on the school premises. It is the responsibility of the individual and the school to ensure that they have read and understood the schools safeguarding policy.

8.9 Private Fostering

Private fostering is where a child under the age of 16 years (under 18 years if disabled) is cared for by someone who is not their parent or a 'close relative' in a private arrangement between a parent and a carer, for 28 days or more.

Close relatives are defined as a step-parent, grandparents, brothers, sisters, uncles or aunts. Privately fostered children are protected by the Children Act 1989 (part IX) and associated regulations.

Common examples of privately fostered children:

- Children who are sent to this country for education or health care by their birth parents from overseas
- Children whose parents come from abroad to work or study and the hours are long or antisocial

- Children who are living with a friends' family as a result of parental separation, divorce or difficulties at home
- A teenager living with the family of a boyfriend/girlfriend

Legal requirements:

Private foster carers are legally required to notify their local council, but many do not know they have to do this. This means children's services are unable to check that the child is being properly cared for.

Professionals in education, health and social care fields have a "shared care" responsibility to work together to ensure all privately fostered children are well cared for and safeguarded from harm.

If workers think a child may be privately fostered, they should discuss this with the parents/carers and satisfy themselves that the parents/carers have or will notify the council. If the worker(s) are not confident, or if they have become aware this has not been done, they should contact the fostering team at the Local Authority to pass on the relevant information.

9. Multi-Agency Public Protection Arrangements (MAPPA) with Chafford Hundred Community Church

Should the local authorities or an individual contact the church about MAPPA it is the responsibility of the LSCO to liaise with all external agencies in designing appropriate supervision, pastoral care, risk assessments and contracts for individuals. It will be required that this information is shared with the church elders and the leader of both children and youth departments in the church.

10. Allegations made against staff, students and volunteers

As Community Church members come into contact with children and young people we need to be aware of the possibility that allegations of abuse will be made against members of the congregation. Allegations will usually be that some kind of abuse has taken place. They can be made by children and young people and they can be made by other concerned adults. Allegations can be made for a variety of reasons. Some of the most common are:

- Abuse has actually taken place;
- Something happens to a child that reminds them of an event that happened in the past
 - the child is unable to recognize that the situation and the people are different;

- Children can misinterpret your language or your actions because they are reminded of something else;
- Some children know how powerful an allegation can be; if they are angry with you about something they can make an allegation as a way of hitting out;
- An allegation can be a way of seeking attention.

All allegations should be brought to the notice of the designated LSCO immediately. In cases where the allegation is made against the LSCO the complainant should approach the Lead Elder at Community Church or take the following action him or herself:

- Make sure that the child in question is safe and away from the person alleged to have abused a child;
- Contact the Local Authority Duty social worker in the team relevant to where the child lives
- Contact the parents or carers of the child if advised to do so by the social worker/officer in charge of allegations;
- Irrespective of any investigation by the Children's Services or the police, you should follow the appropriate disciplinary procedure; common practice is for the alleged abuser to be suspended from attending the church, faith group or workplace until the outcome of any investigation is clear;
- Consider whether the person has access to children anywhere else and whether those organisations or groups need to be informed;
- Act upon the decisions made in any strategy meeting.

All incidents should be investigated internally after any external investigation has finished, to review practice and put in place any additional measures to prevent a similar thing happening again.

Support

It is important that Community Church supports the person allegations have been made against. We will have an identified person on a case-by-case basis from the Community Church pastoral team who will fulfil this role. As well as providing support through listening and through prayer, this person will advise on appropriate outside help, such as counselling or legal services.

11. Implementation checklist

These safeguarding children procedures will only be effective if all workers at Community Church own and understand them. This checklist is designed to help you to go through that process:

- Identify designated Lead Safeguarding Children officer (LSCO) for Community Church
- Add LSCO name and contact details to procedure

- Ensure members of the Safeguarding Children Team attend training on safeguarding children and update that training regularly
- Ensure all staff and volunteers have a copy of safeguarding children procedures
- Ensure that all staff and volunteers know what to do if they have concerns about a child
- Ensure all existing staff and volunteers who have contact with children have Enhanced DBS Disclosures
- Ensure that new staff/volunteers who have contact with children have Enhanced DBS Disclosures before they start work
- Ensure that the premises used by Community Church conforms health and safety Guidelines

References

Department for Education (2018) Working together to safeguard children. Department for Education

HMSO (1989) Children Act. HMSO

HMSO (2004) Children Act. HMSO

Home Office (1993) Safe From Harm. HMSO

SET (2019) Southend, Essex and Thurrock procedures for safeguarding children. SET

Appendix 1: Discipline guidelines

1. What is discipline?

Discipline is the education of a person's character.

It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement.

2. Why discipline?

It brings security, produces character, prepares for life

3. Do's and don'ts of discipline in children's and youth work:-

- We need to be insistent, consistent and persistent.
- NEVER smack, or hit a child.
- NEVER discipline out of anger. (It is better to let a matter pass than discipline in anger - you may say something you regret, and that damage cannot be repaired).
- Do not shout in anger or insult a child's appearance, speech, intelligence or demeanour.
- Lay down ground rules e.g., no swearing, racism, or calling each other names, a respect for property.
- Keep the ground rules simple and clear, and make sure the children understand what procedure will be taken if they are not kept.
- Talk to a child away from the 'group', not publicly. (Explain what they have done wrong, encourage remorse and leave them on a positive note).
- Never reject a child, just the behaviour. (Encourage the child that you want them, but you are not willing to accept the behaviour).
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We therefore need to ask ourselves:-
 - Why is the child behaving like that?
 - What is the best method for disciplining and encouraging that child?
 - What encourages and builds children up?
 - Work on each individual child's positives, do not compare them to each other.
 - Work on relationships.
 - Be a good role model and set a good example. (Don't expect children to do what you don't do and vice-versa).
 - Take care to give quieter and well behaved children attention and don't allow some children to take all your time and energy.
 - Don't say something you don't mean, and do stick to what you say, (otherwise we are implying negative teaching to the children). (Think before you speak).

Some practical ideas for the classroom and bad-behaviour discipline:-

- Change voice tone.
- Separate children who have a tendency to be disruptive when together. (These children are often friends, don't separate them straight away, give them a chance, perhaps warn them and only separate if they are disruptive).
- Have the child sit right in front of you.
- Get a helper to sit next to the child.
- Pay no attention to them.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenging them to change, whilst encouraging them on their strengths.
- Inform the child that you will speak to their parents and do so if necessary. If a child's behaviour is constantly disruptive, seek advice and guidance from the children's/youth worker.
- When speaking to parents, you will need to outline the circumstances around the behaviour, what measures have been taken, and how this may be reinforced at home (this should only be undertaken by the employed children's/youth workers).
- Don't be afraid of discipline.
- Warn them, send them outside the room (care regarding supervision), back into the service or ban them for a week. (Never a total ban without reference to the children's/youth worker and ensure parents are advised in case of banning).
- Encourage good behaviour.

Appendix 2 – Children’s Registration Form

Children’s & Youth Work: Registration and Consent Form

Child one			
Full name			
Preferred name			
Date of birth	/ /	Age	years
Gender	Male/Female		

Child two (if applicable)			
Full name			
Preferred name			
Date of birth	/ /	Age	years
Gender	Male/Female		

Child three (if applicable)			
Full name			
Preferred name			
Date of birth	/ /	Age	years
Gender	Male/Female		

Address and carer details (please complete details for someone who has parental responsibility)			
Address of child/children			
Name of parent/carers			
Relationship to child(ren)			
Mobile number		Alternative number	

Your details (if you are registering a child(ren) but do NOT have parental responsibility e.g. foster carer or grandparent)	
Your name	
Your address	
Your contact number	

Additional Emergency Contact

Name & relationship to child	
Contact number(s)	

Health	
GP surgery address	
GP telephone number	
Allergies	
Medications / Conditions / Additional Needs / Disabilities (which may affect normal activity)	

Permissions	
I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church leadership.	Yes / No
I give permission for _____ to take part in supervised internet activity as part of sessions.	Yes / No
In an emergency and/or if I am not contactable, I understand that my child will receive medical/dental treatment and that those who are responsible for my child(ren) will do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child(ren)'s welfare.	I understand
I give permission for photos/videos to be taken as part of the group's normal activities, in line with our Safeguarding Children Policy. These will be group shots only and may be used in the church's promotional material including church's website, welcome pack, social media or leaflets.	Yes / No
I give permission for my child to be assisted with toileting where needed (under 5's and those with additional needs only) by a person with a current DBS.	Yes / No
I give permission for my young person (school year 6 and above only) to be contacted by mobile phone (calls, messages, WhatsApp) by one of the youth leaders (using a dedicated church mobile phone) for the purposes of sharing updates about group activities and discipleship. If so, please provide your young person(s) mobile numbers:	Yes / No

The personal data that you have shared with us will be held securely and processed by Community Church. We will never share your details with a third party without your consent unless legally required to. Your details are entered into our secure

database and you will receive a link to access it at all times. You can view our Privacy notice online at <https://mycommunitychurch.org.uk>

I give consent for Community Church to hold this personal data and understand that I can access it, change it or ask for it to be deleted at any time. ☐

Community Church will always try to keep our contact with you relevant and helpful and will not share your data with any 3rd party. Do you give consent for Community Church to contact you by:

Email ☐ Telephone ☐ Text ☐ Post ☐

I give consent for Community Church to contact me in relation to other events that they may think will be of interest to me ☐

Appendix 3: Trips and Residential Form

Trips, Camps and Residential Holiday Health, Information and Consent

Name of Church/Organisation: Community Church Chafford Hundred

Name/Date & Location of activity: _____

Name of Child: _____

Date of Birth: _____

Address: _____

Tel no. Day: _____ Evening: _____

Mobile: _____

Contact Address (if different from above): _____

Emergency Contact Name and Contact Number: _____

Second Emergency Contact (if above is unavailable): _____

Name of GP: _____ Tel No: _____

Address _____

Date of last anti-tetanus injection _____

Details of any illness/disability: _____

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day) _____

Details of any allergies or special dietary requirements: _____

Consent

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic. Please circle YES / NO

Can the child mention swim YES/NO

Comment on swimming ability.....

I give permission for Photo's to be taken during the event. Please circle YES / NO

I hereby give permission for my child to attend _____ with Community Church Chafford Hundred.

Signed (parent/or adult with parental responsibility) _____ Date_____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (This may not include a foster carer)