



GRACE
CHURCH
LEATHERHEAD

Grace Church Leatherhead

Safeguarding Policy Children and Young People

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Key Contacts

Designated Safeguarding Lead (DSL) – Rachel Webber

Safeguarding Teams Lead (STL):

- Crèche – Marion Dyer
- Sunday School – Karen Ellis
- Y Group – Rupert Howe

Pastor- Jon Herring

Lead DBS Recruiter and administrator – Hilary Sneller

Additional DBS Recruiter – Karen Ellis

Churches Child Protection Advisory Service (CCPAS) now known as thirtyone:eight

0845 120 45 50 e-mail: info@ccpas.co.uk

Christian Safeguarding Services The CSS, 39 Gracedieu Road, Loughborough, Leics, LE11 4QF, O333 303 4101 info@thecss.co.uk

FIEC (The Fellowship of Independent Evangelical Churches) Tel: 01858 43 45 40

MASH (Multi-Agency Safeguarding Hub), Surrey County Council Monday – Friday 9 a.m. – 5 p.m. Tel: 0300 470 9100 Out of hours: 01483 517898 E-mail: mash@surreycc.gov.uk (office hours) (See also: Surrey Safeguarding Children Board [www.surreyscb.org.uk]) Surrey Police 999 or 01483 571212

Insurance: Alan & Thomas

General Information

These guidelines are produced with the intention of supporting the youth and children's work at Grace Church Leatherhead (GCL). For guidance on safeguarding adults, please consult the Adults Policy.

These policies are endorsed by GCL Trustees with the support of the Eldership and congregation of GCL. They are to be read alongside the Church Constitution. They are to be read alongside the Church Constitution. They have been prepared in consultation with the Churches Child Protection Advisory Service (CCPAS).

We believe God is honoured when people created in His image are treated with honour and love for Christ's sake. Psalm 68:5 A father to the fatherless, a defender of widows, is God in his holy dwelling.

For the purposes of this document, a child/youth is any person under eighteen years of age.

What is Safeguarding?

Safeguarding encompasses:

- Protecting children from abuse and maltreatment.
- Creation of safe and caring environment for children through:
 - Treating children fairly and equitably.
 - Building trust and good communication.
 - An awareness of individual needs (health, allergies, special needs or disabilities).
 - Setting appropriate discipline and boundaries.

Who is responsible for Safeguarding?

Safeguarding is everyone's responsibility, and where abuse is discovered or suspected it must be reported in line with the procedure set out in this document. The safeguarding of children and young people is a high priority for our church. Issues regarding the safeguarding of children should come to the Safeguarding Children Lead (DSL), Kirsty Thresher.

We wish to promote actively a culture where all are encouraged to discuss their safeguarding concerns.

Who Oversees Safeguarding?

Our member with primary responsibility for pastoral care is also our Safeguarding Coordinator, with overall responsibility for safeguarding. This person is the designated Church Safeguarding Coordinator (CSC). However, the various adults who lead our young people's ministries are responsible for ensuring the process is understood by their teams. These are our designated Safeguarding Team Leads (STL). This includes ensuring with the cooperation of the Pastor and DBS administrator that all Children's and Youth team members:

- Are subject to an effective recruitment procedure.
- Are DBS checked regularly, at least every three years, and are suitable to work with children.
- Have received appropriate safeguarding training .
- Have been given a copy of this policy, have signed that they have received it and are in agreement with it and know what to do if they have concerns.
- Are properly supervised, and ensure that the safeguarding policy guidelines are followed.
- Maintain explicit and shared standards of safeguarding.

A Practical Guide Recognising Abuse

How is abuse defined?

The maltreatment or neglect of a child or young person: inflicting harm or failing to prevent harm. This can be inflicted in a family, institutional, or community setting; by those known to them or, more rarely, by a stranger.

Types of Abuse

- Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Signs of possible abuse include: injuries not consistent with explanation; or in abnormal locations; or that have not been treated.
- Emotional Abuse is persistent emotional maltreatment. It may also involve seeing or hearing the ill treatment of another, for example when a child or young person witnesses domestic violence. This can also involve serious bullying (including cyber bullying). Signs of possible abuse include: changes in mood or behaviour; aggression; attention seeking behaviour; nervousness, obsession or phobias; persistent tiredness; running away/stealing/lying/self-harm.
- Sexual Abuse includes forcing or enticing a child or young person(s) to take part in any sexual activities, whether or not the child or young person is aware of what is happening (including viewing pornography). Signs of possible abuse include: allegations made by a child or young person; excessive preoccupation with sexual matters; detailed knowledge of adult sexual behaviour; severe sleep disturbances; eating disorders.
- Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs. Neglect may include the failure to provide adequate food, clothing, shelter, supervision, medical treatment or response to emotional needs. Signs of possible neglect include: children being out late at night, or left home alone for extended periods; health and other needs not being taken care of.
- Coercive and Controlling Behaviour, linked with emotional abuse, could be defined as an abuse of power. It involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

How Might I Recognise Abuse?

Recognising abuse can be difficult as the signs of abuse are not always obvious, and a child might not tell anyone what is happening to them.

Children might be scared that the abuser will find out, and worried that the abuse will get worse. Or they might think that there's no-one they can tell or that they won't be believed. Sometimes, children do not even realise that what's happening is abuse.

Visit NSPCC for more information [NSPCC.org.uk](https://www.nspcc.org.uk)

If you have any concerns, or suspect either abuse or neglect, these must be reported as soon as possible to the Safeguarding Children Lead (SCL - contact details on P2). The SCL will liaise with the CSC, contact thirtyone:eight and/or Christian Safe Guarding Services and follow the advice they give.

If you do not feel your concerns are responded to appropriately or in a timely way, please do contact thirtyone:eight or Christian Safe Guarding Services directly or the Kingston Social Care Team.

Handling an allegation made by a child:

If a child or young person tells you of something that has happened:

- Listen – concentrate on what they are saying and how they are saying it
- Keep calm, try NOT to display shock (be aware of your facial expression).
- Take them to a place out of earshot but NOT out of sight.
- Look at the child or young person directly and show acceptance of what the child or young person says (however unlikely the story may sound).
- Do NOT communicate blame (even when a child or young person may have broken rules) or question whether what they are saying is true.
- Be aware that the child or young person may have been bribed or threatened not to tell.
- Do NOT promise confidentiality; be honest that you will need to let someone else know.

After Hearing the Allegation:

1. Make handwritten notes as soon as possible, write exactly what the child or young person said, along with other helpful details such as: the time and date where the allegation was made, what happened at the time and who else was present (notes should be given to the Safeguarding Lead who will store them securely and keep them indefinitely).

2. Inform the DSL of the allegation as soon as possible and within 24 hours unless the allegation is against the DSL or, if the DSL is unavailable, in which case it will be referred to the CSC (contact details on p2).

Do NOT attempt to investigate or address the issue yourself.

If there is serious and / or immediate danger, the DSL or CSC MUST contact the police and the Surrey County Council MASH (see front sheet).

A copy of the notes is to be retained by the Church in case of future criminal/civil proceedings (e.g. for the insurers)

Appointing Children's and Youth Workers

Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary.

All those aged 16 and over regularly working with children and young people whether in a paid or unpaid capacity, must complete an Online DBS Application which will be reviewed every 3 years.

As the church grows bigger it may be necessary to consider an interview and reference for potential workers.

Eligibility Criteria

- No history of violence or sexual offences.
- No concerns raised about their suitability to work with children or young people.
- Deemed suitable to work with children or young people.
- Church member.
- In some circumstances, a non-church member will be allowed to work with children or young people with the agreement of the Elders.

Code of Conduct

1. All youth workers are expected to have Child Protection Awareness training and will be given a copy of these guidelines. This will include a regular reminder of our '5 Points on Child Protection'.
2. Listen to, respect and value children and young people at all times.
3. Treat all children and young people fairly, without prejudice or favouritism.
4. Challenge any unacceptable child behaviour in an appropriate way.
5. Use language that is appropriate and not offensive or discriminatory.
6. Behave in a way that is appropriate, and that avoids inappropriate relationships developing with any of the children or young people.
7. No sexual contact is ever to take place between a youth worker and a child. Teams will work together to minimise scope for isolation of a child with an adult.
8. STL and the Trustees will have responsibility for any disciplinary matters involving youth workers and they (under the guidance of the Bible) have the final say on what is appropriate and what is not.
9. Risk assessments must be carried out for all external events by the person organising the event and steps taken to mitigate any key risks identified. All youth workers will be expected to have read the church's Risk Management Policy. Team Leaders sign on behalf of the team. Any risk assessment will be held by the church's risk assessment lead.

If you have any concerns about the actions or behaviour of other Children and Youth Workers, these must be reported as soon as possible to the DSL (details on P2). If the concern is about the DSL, report to the CSC.

The DSL will ensure the concerns raised are investigated, and take the appropriate action where required. If you do not feel your concerns are responded to appropriately or in a timely way, please contact the CSC (details on P2).

Safeguarding Guidelines & Practices

Child to Adult Ratios Age (years)

Church Group Adult/Child Ratio

0-3 Crèche 1:3

4-7 Junior Sunday School 1:6

7-15 Senior Sunday School 1:8

11-18 Y Group 1:10

Notes:

- The ratios are guidelines only: in certain situations it will be necessary to have a different number of adults than those recommended above.
- Where possible, if only two adults are supervising, the two adults should not be related in order to protect them if an allegation should be made. Teams will work together to minimise scope for isolation of a child with an adult. Ideally there should be male and female leaders for a mixed group.

SUPERVISION

Children must be supervised at all times whenever or wherever the church meets by their parent/s or carer/s.

Specific safeguarding responsibility for the child or young person passes from the parent/carer to the children's/youth worker from their arrival at the meeting room until they are collected by their parent or carer. Children's or youth workers will remain with the children or youths until they are collected by their parent or carer. On Sunday mornings workers should not allow children to go back to the main meeting venue without their parent/carer. As children/young people arrive at their meeting room they will be marked in the appropriate register.

Should children's or youth work include activities that require the children or youth to leave the usual meeting venue, permission from the parents/carers will be obtained beforehand. Parents/Carers who regularly attend CCF and leave their children in the care of children's or youth workers will be asked to fill out a registration form that includes details of any medical conditions, special educational needs or allergies that may be relevant. These details will be shared with the

children's or youth workers and updated regularly. Guests who leave their children in the children's work will be asked to provide any relevant information upon registering their children at the appropriate venue.

Behaviour Management

Clear instructions should always be given, so that children and young people know what is expected of them. Expectations should be enforced in a consistent and positive way by all team members. Children or young people will need to be reminded of the expectations and given time and responsibility to respond to those.

There should be a clear and consistent behaviour ethos in place for each team. It starts with mutual respect and listening. Verbal warnings follow if a child or young person will not listen. They may be removed from an activity for a time if they continue and then are asked not to attend for a period of time with a letter home explaining the situation. In extreme cases, it may be necessary to ask a child to no longer attend in the longer term.

All children and young people must be treated with respect, and must not be disciplined in a punitive manner. No physical punishment should be used on a child.

Consent Forms

Parental consent forms must be completed for all activities and events. Once complete, they must be kept securely as they contain personal data, and remain readily accessible throughout the event.

For regular events (such as Sunday by Sunday or Holiday Clubs), parents only need to fill out one consent form, provided these are held as accessible records. Consent forms must contain medical information.

One-to-One Meetings

One to one meetings must be arranged in advance with the consent of the parent/carer. Meetings must take place in a public setting, where the leader and young person are not alone. Discipleship and mentoring must only be done with children and young people of the same gender.

Risk Assessment

A suitable risk assessment should be in place for every activity involving the children and young people. If special or off-site events are planned, specific risk assessment should be undertaken for those circumstances.

First Aid

As part of the organisation of all events, consideration must also be given to how to respond if a child does become ill or needs medical attention. The organiser must also ensure there is suitable

provision for first aid. Teams must have access to a medical kit and mobile telephone when off premises.

Should medical assistance be required, this should be sought as soon as possible, and the child's parent/carer should be contacted.

Photographs and Videos

From time to time official photographs and videos may be taken for communications and publicity. This will be arranged in advance with the group leader, and parents will be asked to give their written consent.

No other photos of the children or young people should be taken or allowed to be taken by others without their consent.

Physical Contact

Physical touch must be related to a child's needs and not the adults. Touch must therefore be age appropriate and initiated by the child, and it must always be in public.

Any physical touch that could be misunderstood or misconstrued should be avoided. Play fighting, tickling games and piggyback rides are not permitted. Holding a child's hand or them sitting on an adult's lap is only appropriate for infants and toddlers.

Toilet Trips Parents/carers should be asked to ensure their children have been to the toilet before bringing them to the group.

Children who are independent in toileting may go to the toilet unaccompanied whilst the building is not in public use. At all other times they should be accompanied. Parents should assist their own children with toileting or nappy changing unless they have given consent for leaders to perform this task.

Travel

Travel to and from the events is the responsibility of the parent/carer. If a child is awaiting a lift home, there must always be two leaders present.

For any events that involve the group travelling, children and young people must not travel alone with a single leader.

Seat belts must be worn.

Operational Matters - Children

1. Where concerns have to be acted upon, the Surrey County Council Child Protection Procedures will be followed.
2. This policy will be updated every two years. Next update required in July 2021.

3. Support will be given from the Trustees to all affected by these procedures when issues arise.

5 Things to Remember on Child Protection.

- 1) DBS - Is yours up to date?
- 2) Toilets - Be aware of issues arising in toilets.
- 3) Touch - Be aware of 'touch' issues with children.
- 4) Isolation - Work as a team, to minimise isolation of team members with a particular child.
- 5) Conversations - Write down significant conversations and tell the DSL.