



Safeguarding Policy

Adapted from the CCPAS Model Safeguarding Policy © CCPAS 2013

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SECTION 1

Place of worship / Details of the Organisation

This policy is for all Kingdom Faith Church congregations in “the 25 mile radius”. These are congregations within 25 miles of Kingdom Faith Horsham and can currently (as of May 2017) be listed as:

- Kingdom Faith Horsham: *Foundry Lane, Horsham, West Sussex, RH13 5PX*
- Kingdom Faith Training College: *Roffey Place, Old Crawley Road, Horsham, West Sussex, RH12 4RU*
- Kingdom Faith Crawley: *The Holy Trinity Church of England Secondary School, Buckswood Drive, Gossops Green, Crawley, West Sussex RH11 8JE*
- Kingdom Faith Worthing: *Worthing College, Hill Barn Lane, Worthing, West Sussex, BN14 9FD*

Kingdom Faith’s Safeguarding Policy and all procedures relating to working with children and young people are centrally monitored at Kingdom Faith Training College, Roffey Place, Horsham.

Kingdom Faith’s Safeguarding Officer is Gary Rumbold

All correspondence should be sent to the Kingdom Faith Church offices at:
Kingdom Faith, Roffey Place, Old Crawley Road, Horsham, West Sussex, RH12 4RU
Tel No: 01293 851543
email: church@kingdomfaith.com

Each Kingdom Faith Church Congregation in the 25 mile radius of Kingdom Faith Church Horsham must have a Deputy Coordinator who will report to the Safeguarding Officer. The Deputy is a point of contact for the respective congregations and is responsible for ensuring the policies and procedures as set out by Kingdom Faith are adhered to by all those working with children and young people in their locations.

For all congregations the Deputy Safeguarding Officers are David Hellyer & Sally Norman.

Each Kingdom Faith Church Congregation in the 25 mile radius of Kingdom Faith Church Horsham must have a Safeguarding Coordinator who will report to the Safeguarding Officer. The Coordinator is a point of contact for the respective congregations. The role of the coordinator is very important as disclosing difficult and distressing information can take a lot of courage. They will provide a familiar face within the context of the congregation, their role would be to accurately record and be the first point of contact where safeguarding issues are documented.

After recording the information they would then pass it to the Safeguarding Officer, or to the other Deputies if the Safeguarding Officer wasn’t available.

For all congregations the Deputy Safeguarding Officers are Sally Norman and Dave Hellyer who are responsible for ensuring the policies and procedures as set out by Kingdom Faith are adhered to by all those working with children and young people in their locations,

Safeguarding Co-ordinators:

Crawley Congregation: Sandra Bennett

Worthing Congregation: Seren Boyd

Horsham Congregation: Kathy Barker, David Greaves & Nicola Greaves.

Kingdom Faith is a registered charity, number: 278746
Insurance Company: Public Liability Insurance with Allianz Insurance PLC. 57, Ladymead, Guildford, Surrey GU1 1DB.

The following is a brief description of our organisation and the type of work / activities we undertake with children / vulnerable adults:

Kingdom Faith Church seeks to provide care, support and opportunities for all ages and as such, operates many different clubs, groups and activities, from crèches on Sunday mornings to mid week toddler groups, various after school clubs for 0yrs – 18yrs as well as small discussion groups for secondary school ages and upwards. We also run ministry trips, sleepover weekends, residential activity weeks and camps.

Some events include worship and bible teaching, others are far more activity based and involve arts and crafts, games, play or group projects. These happen at different times across the different Kingdom Faith congregations and trips could take place anywhere across the UK. For more details of the activities that we run, please visit www.kingdomfaith.com or call the office on the number above.

Our commitment

Leadership Safeguarding Statement

The Leadership; Clive Urquhart, Simon Coles & the Trustees, recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: 23 November 2015

This organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care (i.e. DBS checks, interviews, references taken) in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child. (see Section 2)
- Implementing the requirements of legislation in regard to people with disabilities, ensuring that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.

- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the Safeguarding Officer's and Deputy Officer's in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service. See Appendix 1 for a breakdown of these standards and Appendix 6, for the Safeguarding Poster.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- When working outside of the UK, concerns will be reported to the appropriate agencies in the country, in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

A copy of the full policy and procedures is available from reception at Kingdom Faith, Roffey Place.

- A copy of our safeguarding policy and practice guidelines has been filed with CCPAS and the local authority (West Sussex Local Safeguarding Children Board) and any amendments subsequently published.
- The Leadership agrees not to allow the document to be copied by other organisations.

Our desire is to glorify Jesus by following excellent practice to safeguard the wellbeing and happiness of all children, young people and vulnerable adults with whom we have contact.

Signed by leadership/organisation

Name: Clive Urquhart _____ Signature _____
Date _____

Name: Simon Coles _____ Signature _____
Date _____

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Definition of abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Detailed definitions, and signs and symptoms of abuse can be found in Appendix 2 of this policy.

How to respond to a child wishing to disclose abuse

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful Responses

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

Don't Say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

For a flow chart of appropriate action, see Appendix 4.

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake safeguarding training on a regular basis. Training is provided in-house based upon the Facing the Unthinkable course from CCPAS. This is part of the induction process for new workers and all staff are required to take part in an annual refresher seminar. Key workers will attend a Facing the Unthinkable seminar, run by CCPAS, every 3 years. Those working with children and vulnerable adults each year at Faith Camp (an annual camp run by Kingdom Faith) will receive extra training specific to the camp environment.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse, follow the procedures as below in conjunction with our Pocket Workers Safeguarding Guide (see Appendix 7):

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Gary Rumbold (hereafter the "Safeguarding Officer")
Tel no: 07908 799 760, who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Officer or, if the suspicions in any way involve the Safeguarding Officer, then the report should be made to David Hellyer and Sally Norman (hereafter the "Deputy Co-ordinators ") Tel no David: 07590618495 Sally: 07841 990 315. If the suspicions implicate both the Safeguarding Officer and the Deputy's, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child, the Safeguarding Officer should contact Children's Social Services or take advice from CCPAS. Where the concern is regarding an adult in need of protection, call Adult Social Services or take advice from CCPAS as above.

The local Children's Social Services office telephone number for West Sussex (office hours) is 01403 229 900. The out of hours emergency number is 01903 694 422.

The local Adult Social Services office telephone number for West Sussex (office hours) is 01243 642 555. The out of hours emergency number is 01903 694 422.

The Sussex Police Child Protection Team telephone number is 0845 6070 999 or dial 999 in an emergency.

The Peterborough out of Hours (Referral and Assessment Team) number for Faith Camp is 01733 864180.

Where required the Safeguarding Officer should then immediately inform the insurance company – Allianz Insurance PLC

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer or Deputy's should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Officer and Deputy's in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Officer and Deputy's has not responded appropriately, or where they have a disagreement with the Safeguarding Officer as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Officer and Deputy's is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer and Deputy's will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Officer and Deputy's will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Officer, 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 Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

SECTION 3

Prevention

Safe Recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form, sent recent passport size photo and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- 2 x Written references (1x Pastoral, 1x Personal) who have known the person for at least 3 years have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed for all those born in the United Kingdom. We will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information.
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant (see Boundary section p12)
- The applicant has completed a probationary period of 3 months
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- Provision of a badge for each team member – updated annually

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office (see Appendix 3) and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

SECTION 4

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the church. This is provided through pastoral teams in each Kingdom Faith congregation. Kingdom Faith's Pastoral Care is over-seen by Gary Rumbold (as Pastoral Director).

Working with offenders

When someone attending a Kingdom Faith congregation is known to have abused children, or is known to be a risk to vulnerable adults, the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

In the first instance, the Safeguarding Officer and the Congregational Leader will meet with the individual to discuss the boundaries that the person will be expected to keep. These will be specific and appropriate to the individual. For example if an individual's Probation Officer feels that the person concerned is a high-risk repeat offender the contract will be very strict and controlled compared to someone estimated to be very low risk.

After the Safeguarding Officer and the Congregational Leader meets with the individual; a written contract will normally be made.

The boundaries set within the contract are not set to 'punish' the individual, but rather are formally agreed to protect both the individual (from future temptation or false allegations for example) and to protect children and young people who are involved with Kingdom Faith. Persons who have offended will not be allowed to work with children or young people in the church nor should the person allow himself or herself to be in a situation where he or she may find themselves alone with children or young people. Any person not willing to live by the guidelines set by the Safeguarding Officer and Leadership will be asked to leave the Church.

Certain key people within Kingdom Faith will need to know that the individual is attending meetings. These would be (but not limited to) the Senior Pastor, Executive Pastor, the local Congregation Leader as well as the Safeguarding team. If appropriate the children's and youth ministry leaders (for any group which the person may attend where young people may also be present) may also be informed. These leaders will inform others within their teams if and as necessary.

Offences of this nature are addictive and boundaries are needed to help the person walk in freedom. An example contract detailing some of the boundaries that may be included can be found in Appendix 5. Family and friends can be involved in this contract.

SECTION 5

Practice Guidelines

As an organisation working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific Handbook of good practice guidelines for every activity we are involved in. These guides include risk assessments and ensuring trained first aiders are available and adequate first aid kits are available. We will ensure child/adult ratios are appropriate and in line with guidelines set in the statutory framework for the Early Years Foundation Stage.

Ratio of adults to children.

England and Wales

- For 0 to 2 years – one adult to every three children (1:3)
- For 2 to 3 years – one adult to every four children (1:4)
- For 3 to 8 years – one adult to every eight children (1:8)
- For over-8s – one for the first 8, then one for every additional 10 children.

There should always be more than one adult for any group.

Helpers under 18 years old count as children and not adults in these ratios. If you have a number of teenage helpers, you will need more adult leaders, not fewer.

This is the ratio list that we have been working from:

Child's age	Amount of adults	Amount of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
13-18	1	10

Taken from the [Safe Network](#) site.

Peer group activities will always be supervised by an authorised adult who has been selected in accordance with agreed recruitment procedures and have the backing of the leadership of the organisation. We keep registers of all group activities involving under 18s. We ensure that the venues for all activities are appropriate and safe. For all activities/events to which children/young people under the age of 18 are being invited where the children/young people are leaving the regular meeting place (e.g. J24:7 trips), a parental consent form specific to that trip must be obtained prior to the trip. For regular non-public meetings and groups a Universal Registration Form (see Appendix 8) should be sought within the first few weeks of a child/young person attending and updated annually in September. All consent forms should be kept indefinitely.

A member of staff must not be in contact with children or young people through social networking websites or equivalent social media where that child is below the legal age (13 years) at which they may hold an account. Where children *are* of an age where they may legally hold an account, contact may only be made with the permission of a line manager and a parental Social Media consent form (see Appendix 10). Members of staff must as adhere to the code of conduct with regard to social media.

Boundaries

- The level of personal care, e.g. toileting, must be appropriate and related to the age of the child whilst also accepting that some children and young people have special needs. These responsibilities should not be given to someone new to the team.
- Guidance on touch – physical contact between adults and children/young people is healthy and to be encouraged. It is good for children/young people and adults to hug one another, but there is a difference between touch in a public place and when the adult and child/young person are alone. Be wise; make sure that your actions cannot be misunderstood.
- Workers should treat all children and young people with dignity and respect in attitude, language used and actions.
- If you invite a child or young person to your home, ensure this is with the permission of the leadership of the youth or children's work and the child's parent/guardian and that you are not alone.
- Ensure that arrangements for transporting children and young people are with the knowledge of the leadership and have parental approval. In some circumstances it may be unwise to carry a particular child or young person on their own. When taking young people home try to keep the time when there is just one leader and one child or young person in the vehicle to a minimum.
- Make sure that the only people allowed into a children's or young people's activity are the workers assigned to that group. You should not allow other adults to have free access. If they need to be there for a specific reason (e.g. guest speaker), ensure that you note in your logbook, their name and the time they came/left. In children's and young people's groups, workers should wear identifiable badges and guests should be given guest badges – these will be updated annually in September. Young people and children should be encouraged to report any adult they see who has not been identified. Key times for extra care are when children or young people are being dropped off and collected by their carers. With under 12s check with a parent before allowing them to leave by themselves at the end of activities. Never send under 12s home before the published end of the event. If parents are late collecting children or young people from an event the children or young people should not be left behind on their own.
- A member of staff must not be in contact with children or young people through social networking websites or equivalent social media where that child is below the legal age at which they may hold an account. Where children *are* of an age where they may legally hold an account, contact may only be made with the permission of a line manager and written parental consent.

The use of Physical Intervention

Circumstances of Use

Under section 550A of the 1996 Education Act, people who are authorised to have control or charge of young people, may use such force as is reasonable in all the circumstances to prevent a young person from doing, or continuing to do, any of the following:

- Committing a criminal offence (including behaving in a way that would be an offence if the young person were not under the age of criminal responsibility.);
- Injuring themselves or others;
- Causing damage to property (including the young person's own property);
- Engaging in any behaviour prejudicial to maintaining good order and discipline on site or among young people, wherever that behaviour occurs, on or off site.

The provision applies when a youth worker, or other authorised person, is at a Youth work delivery point e.g. J24:/7 and when he or she has lawful control or charge of the young people concerned elsewhere, e.g. On a trip or other authorised activity.

There is no legal definition of 'reasonable force'. It will always depend on all the circumstances of the case. Wherever possible, a member of staff should seek the support of another member of staff if they make a judgement to intervene physically in an incident. Call the emergency services if you feel that the situation is beyond your control. Physical force would never be justified in dealing with trivial misdemeanours or any incident that could clearly be resolved without using force. The force used should be the minimum required to achieve the desired result in the shortest possible time. Whether it is reasonable to use force and the degree of force that should reasonably be employed, might also depend on the age, understanding and sex of the child/young person. Physical intervention should always be seen as a last resort measure.

Parents who wish to complain about the use of physical intervention in a specific incident should approach the church pastoral staff. That member of staff should raise the issue with the Safeguarding Officer and the worker(s) concerned. The complaint should be considered and a report made back to the parent from the CPC.

Practical Considerations:

Before intervening physically the responsible person, whether a youth worker or volunteer should:

- Wherever practicable, tell the young person who is misbehaving to stop, and what will happen if he or she does not;
- Continue attempting to communicate with the young person throughout the incident.
- Make it clear that physical contact or restraint will stop as soon as it ceases to be necessary;
- Adopt a calm and measured approach to a situation. Staff should not give the impression that they have lost their temper, or are acting out of anger or frustration, or to punish the young person.
- Physical intervention can never be used as part of a punishment as this would be seen as corporal punishment and leave the worker liable to legal action. Kingdom Faith policy is that corporal punishment is not used under any circumstances.
- Physical intervention should never be used to humiliate a child or young person
- Even though force may be necessary, every effort should be made to preserve the dignity and safety of all concerned.
- Care should be taken not to touch the person being restrained in a way considered indecent, such as touching the person's genitals. Sexual assault is deliberate and intentional touching, but no-one would want to find themselves in a position of having to demonstrate that the touching was unintentional.
- Workers and leaders should talk through how intervention could take place, what is and what is not acceptable.
- If situations are anticipated which would require regular physical intervention then further written protocols and training (outside of Kingdom Faith) should be undertaken.
- Incidents should be recorded in the logbook for that event (as soon as possible) and reported to the Safeguarding Officer. If at all possible physical intervention should be observed by another worker, who should also record the incident in the logbook. When such an incident has occurred parents should be informed and given the opportunity to discuss.

Reasonable Restrictive Physical Intervention:

- Physically standing between children/young people
- Leading a young person by the hand or arm, or by gentle pressure on the centre of the back
- Standing in the way of a young person
- Holding, pushing or pulling
- In **extreme** circumstances using more restrictive holds.

Force which could cause injuries includes:

- Holding around the neck
- Any hold that might restrict breathing
- Kicking, slapping or punching
- Forcing limbs against joints
- Tripping
- Holding by the hair
- Holding the young person face down on the ground

Supporting/supervising workers

- Teamwork and mutual accountability is encouraged
- It is accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to the individual or the supervisor about the concern.
- Workers will meet to review procedures and to ensure common approach. It is also a time to share successes and concerns. There may well be other matters needing clarification and guidance
- All workers should follow these guidelines. In exceptional circumstances where it is necessary to depart from agreed procedures, say in an emergency or for some valid reason (perhaps to protect a child or young person), permission should be sought in advance from a leader or reported immediately afterwards where this is not possible
- Feedback sessions will be organised to report incidents during which the guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.
- A written record of issues/decisions discussed at meetings should be kept.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Appendix 1

Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service

1. Safeguarding Policy

Organisations should adopt a formal, working safeguarding policy.

The government expects all organisations open to or likely to have contact with children to adopt a formal, working safeguarding policy. It is important that leaders and workers know how to respond to concerns about possible abuse, recruit safely and follow safe practice guidelines in their work with children. This standard includes the appointment of a Safeguarding Officer who will deal with concerns and suspicions of abuse on behalf of the leadership. Their job will also include promoting safeguarding throughout their organisation.

2. Developing Safeguarding Awareness Training

Organisations must develop safeguarding awareness and provide training.

Everyone needs to know how children are being kept safe and what to do if there is a concern about possible child abuse. This includes the leaders, Safeguarding Officer, workers, parents/carers and children. The leaders and the Safeguarding Officer should make sure everyone knows where they can see your safeguarding policy. The organisation has a responsibility to provide training and development opportunities for all workers. Training will only be effective, giving workers the confidence they need, if trainers with the necessary knowledge, skills and expertise are used. CCPAS provides courses and training materials if you don't have suitable trainers locally.

3. Safe Recruitment

Organisations should adopt a formal recruitment policy for both paid and voluntary workers.

Safe recruitment is vital because it minimises the likelihood of people being harmed by those in positions of trust. Leaders, workers and those holding positions such as trusteeships must undergo a thorough recruitment process. This includes the completion of an application form, an interview, taking up references (including a DBS check) all of which have a part to play in the assessment of a candidate's suitability. If this is done, then the chances of someone who could pose a risk to children and other vulnerable people being able to work with them will be greatly reduced.

4. Management of Workers

Workers, paid and voluntary, should be appropriately managed, supervised and supported.

Workers need encouragement and help, particularly when they are first appointed. Abuse is more likely to occur where workers are not accountable to others. All workers should attend planning meetings and training to help them develop their skills and to work as a team. Working as a team will help people show responsibility for and to each other and motivate them to strive for the best possible practice in their work with children. Procedures need to exist to help workers report concerns (commonly known as 'whistle blowing'). Organisations also need to have procedures in place for suspending workers where allegations need investigation by the authorities.

5. Working Safely

Organisations must ensure they adopt safe working practice.

Working safely means the organisation must think about the safety aspects of every organised activity, including outings and holidays, and then do what is necessary to keep children safe. This is called a risk assessment. Working safely also applies in areas such as transportation, discipline, dealing with bullying and first aid. If the organisation is committed to making sure children are safe, workers will feel more confident about running activities, develop good relationships and minimise the risk of

false accusations. Places of worship often provide different activities for children in different locations (e.g. toddler groups, Sunday school, internet cafés lunch clubs). This makes it even more important to follow and have guidelines for running these activities.

6. Communicating Effectively

Organisations should ensure that workers know how to talk with, listen and relate to children with whom they come in contact.

This helps develop positive and trusting relationships, build self esteem and create an environment of acceptance where those being cared for feel able to share what may be troubling them.

7. Responding to Concerns

Workers must develop awareness of the issues surrounding abuse, be able to recognise possible signs and symptoms and respond appropriately.

Where there is a suspicion or allegation of abuse the organisation must know who to contact. In the case of sexual abuse, deliberate injury or where there are concerns for a child's safety, the Safeguarding Officer should contact *Children's Services or the Police Child Abuse Investigation team for advice. Sometimes people are worried about doing this but both *Children's Services and the Police are highly trained to respond sensitively and appropriately. Medical help should be sought in an emergency and the doctor informed of any concerns.

8. Pastoral Care

Organisations should ensure pastoral care and support is available to all those affected by abuse.

It may be in the present, recent or distant past but the effects of abuse can be devastating and long term, not only for the person who has been abused but also family members, friends, social groups and the organisation or faith community. Those affected may struggle with aspects of faith, having been abused spiritually. So, this needs sensitive handling. Showing care and compassion, being available to listen and offering support are important in responding to the needs of adult survivors. Some people will need professional help and it is important to recognise this.

9. Managing Those who Pose a Risk

Organisations must supervise and manage those who pose a risk to children.

There are those living in the community who pose a risk to children. They may wish to be actively involved in local organisations or groups. Some violent or sexual offenders genuinely want to change but others try to join places of worship and faith communities because they see them as places where they will easily gain access to children. This is because forgiveness and unconditional acceptance are often important aspects of faith.

Organisations and faith communities must understand that no matter how well intentioned some people are, sex offending is often addictive. However repentant a person may appear to be, it is potentially very dangerous to allow them contact with children. This does not mean the person should be rejected but it does mean organisations must have strong policies in place to supervise and manage anyone who has committed or been accused of sexual or violent crimes against children.

10. Working in Partnership

Organisations working in specialised areas, culturally diverse settings or through partner organisations or agencies must ensure appropriate safeguarding policies and procedures are in place.

These types of organisations can include overseas projects, independent schools and a range of support services to the local community like education, domestic violence, and counselling and pregnancy advice. The diversity of organisations and settings mean there can be great variation in practice when it comes to safeguarding standards perhaps because of cultural tradition, belief or religious practice. There must be an understanding and clear guidance given on how safeguarding policies can be applied in ways that are sensitive to cultural tradition but without condoning practices that are harmful, abusive or neglectful.

APPENDIX 2

Abuse

Definitions of Abuse

The following definitions of child abuse are recommended as criteria throughout England by HM Government in Working Together to Safeguard Children. A Guide to inter-agency working to safeguard and promote the welfare of children, 2006.

WHAT IS ABUSE AND NEGLECT?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;

- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Further Definitions of Abuse

Significant Harm

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

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome by Proxy)

This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

Spiritual Abuse

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

Domestic Violence

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.' (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.)

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence.

The definition of domestic violence in Working Together 2010 states:

Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence. (Section 6.21)

Home Office (2009) What is Domestic Violence? London: Home Office defines domestic violence as 'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality'. Nearly a quarter of adults in England are victims of domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence, and are more likely to be seriously injured or killed by their partner, ex-partner or lover. (Section 9.17)

Investigating complex (organised or multiple) abuse

This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved. Its investigation is time-consuming and demanding work, requiring specialist skills from both police and social work staff. Some investigations become extremely complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. The complexity is heightened where, as in historical cases, the alleged victims are no longer living in the setting where the incidents occurred or where the alleged perpetrators are also no longer linked to the setting or employment role. (Working Together 2010 Sections: 6.10 – 6.11)

Child Prostitution

Working Together to Safeguard Children' (2006) Section 6.2 stated:

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.

See also 'Safeguarding Children Involved in Prostitution (2000)

In Working Together to Safeguard Children (2010) it states:

New offences targeted at those who sexually exploit children and young people

The Sexual Offences Act 2003 introduced a number of new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of 18 and can attract tough penalties. They include:

- paying for the sexual services of a child;
- causing or inciting child prostitution;
- arranging or facilitating child prostitution; and
- controlling a child prostitute.

(Section 12.10)

Female Genital Mutilation (FGM)

The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

Working Together (2010) states:

Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth.

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. Further information about the Act can be found in Home Office Circular 10/2004 [Found at www.homeoffice.gov.uk].

Recognising and Responding to Abuse

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

Physical signs of abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries which have not received medical attention
- Neglect, under-nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

Indicators of possible sexual abuse

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders – anorexia, bulimia

Emotional signs of abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

What to Do If You Suspect that Abuse May Have Occurred

1. You must report concerns as soon as possible to the Safeguarding Officer or Deputy's. The Officer and Deputy Officers are nominated by the Senior Leadership to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. In the reporting of suspected abuse, the coordinator may be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. The contact number for the Officers is 01293 851 543
2. If the suspicions in any way involve a Deputy Officer, you should then report directly to the Safeguarding Officer. If the suspicions in any way involve the Safeguarding Officer then the report should be made to a Deputy Officer. If the suspicions in any way implicate both the Safeguarding Officer and the Deputy Officers, then the report should be made in the first instance directly to the Senior Leadership (Clive Urquhart or Simon Coles).
3. It is the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from independent agencies, although normally members of the church will use the procedures laid out here. If, however, you feel that the Safeguarding Officer or Deputy Officers has not responded appropriately to your concerns then you can

take the matter direct to the Senior Leadership (Clive Urquhart or Simon Coles.), ask for advice from CCPAS or from Social Services.

- 4 Remember - The worst thing to do if you are concerned about a child is nothing. Always record and pass on information, no matter how seemingly unimportant. If you are unsure, feel free to talk to the Safeguarding Officer or Deputy Officers or call the CCPAS helpline on 08451 204 550 for advice.

Allegations of Physical Injury or Neglect

Information for the Safeguarding Officer

If a child or young person has a physical injury or symptom of neglect, the Safeguarding Officer will:

- 1 Contact Social Services (or CCPAS) for advice in cases of *deliberate* injury or where concerned about the child's or young person's safety. The parents should not be informed by the church/organisation in these circumstances.
- 2 Where emergency medical attention is necessary it will be sought immediately. The Safeguarding Officer will inform the doctor of any suspicions of abuse.
- 3 In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child or young person. The doctor (or health visitor) will then initiate further action, if necessary.
- 4 If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
- 5 Where the parent/carer is unwilling to seek help, if appropriate, their pastor or the Safeguarding Officer will offer to go with them. If they still fail to act, the Safeguarding Officer should, in cases of real concern, contact Social Services for advice.
- 6 Where the Safeguarding Officer is unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- 7 The appropriate lines of Pastoral Care will be informed for the young person and the parents.

Allegations of Sexual Abuse

Information for the Safeguarding Officer

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer will:

- 1 Contact the Social Services duty social worker for young people and families or Police Child Protection Team directly. The Safeguarding Officer will **NOT** speak to the parent(s), or anyone else. (The parents may confront the abuser themselves and hinder/prevent the Police/Social Services investigation, they may take physical action. The alleged abuser may then have time to remove evidence; the parents themselves may be involved). Pastoral care for the parents (or the alleged abuser) can only begin after the investigation has begun.
- 2 If, for any reason, the Safeguarding Officer is unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- 3 Under no circumstances will the Safeguarding Officer attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Safeguarding Officer is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.

- 4 Whilst allegations or suspicions of sexual abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer, the Deputy Officers or the Senior Leadership should not delay referral to the Social Services Department.
- 5 *Exceptionally*, should there be any disagreement between the person in receipt of the allegation or suspicion and the Safeguarding Officer or Deputy Officers as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
- 6 The Senior Leadership will support the Safeguarding Officer or Deputy Officers in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

How to Respond to a Child Wanting to Talk About Abuse

It is not easy to give precise guidance, but the following may help:

GENERAL POINTS

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen. Avoid leading questions.

HELPFUL THINGS YOU MAY SAY OR SHOW

- You have done the right thing by telling me
- Thank you for telling me
- It's not your fault
- I will help you
- The child may want to pray, but this is not the time for long prayer times or ministry

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where? (It is not your responsibility to investigate)
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

CONCLUDING

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the Safeguarding Officer
- How has this affected you? Seek pastoral support if needed.

What to Do Once a Child Has Talked To You about Abuse

The Procedure

- 1 Make notes as soon as possible (preferably within an hour of being told on the Child protection Concern Form, see Appendix 11), writing down exactly what the child or young person said, write what you said in reply to the child or young person, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently. Such records should be kept safely for an indefinite period. Give a copy of these notes to the Safeguarding Officer.
- 2 Report your discussion as soon as possible to the Safeguarding Officer. If the latter is implicated then report to the Deputy Officers. If both are implicated, report to the Senior Leadership or to Social Services if preferred.
- 3 You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- 4 Once a child or young person has talked about abuse the worker/ Safeguarding Officer should consider whether or not it is safe for the young person to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child or young person so that they do not return home.

Working with Offenders

Where someone attending the church is known to have abused children or young people it is important, to extend friendship and Christian love to the individual. We believe in redemption and justification. It is not the place of the Church to hold a person guilty who has been forgiven by Christ. However, temptation to sin in an area of previous addiction is very strong and so the Safeguarding Officer and the Congregational Leader, in their commitment to the protection of all young people, will meet (or their representatives will meet) with the individual to discuss boundaries that the person will be expected to keep. Any person not willing to live by the guidelines set by the Safeguarding Officer and the Congregational Leader will be asked to leave the Church. These boundaries are not set to 'punish' the individual, but rather are formally agreed to protect both the individual (from future temptation or false allegations for example) and to protect children and young people who are involved with Kingdom Faith. Persons who have offended will not be allowed to work with children or young people in the church nor should the person allow himself or herself to be in a situation where he or she may find themselves alone with children or young people.

Certain key people, those with responsibility over young people, will need to know that the person is at Kingdom Faith - The relevant local leader (for any group which the person may attend where young people may also be present), will inform leaders and others within their teams as necessary.

In agreeing the boundaries, normally a written contract will be made (see Appendix 5). This is because of the manipulative nature of sex offenders. The contract should start with the pastoral care and support being offered, including naming the key pastor responsible. Offences of this nature are addictive and boundaries are needed to help the person walk in freedom. Family and friends can be involved in this contract. The following is a list of some points that could be included, but each contract will need to fit the individual. For example if the individual's Probation Officer feels that the person concerned is a high-risk repeat offender the contract will be very strict and controlled compared to someone estimated to be very low risk.

Appendix 3

Abuse of Trust Guidelines (Home Office)

Overview

Remember the three principles of staying safe:

1. Set an example for others to follow.
2. Pass on any concerns you have about children or adults.
3. Keep yourself and the young people safe and have fun!

A relationship of Trust

Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in such positions of trust to understand the power this gives them over those they care for and the responsibility they must exercise as a consequence of this relationship.

This code aims to protect both for the young person being looked after from an unequal and potentially damaging relationship, and the person in a position of trust by preventing them from entering into such a relationship deliberately or accidentally, by providing clear, enforceable guidance on what behaviour is acceptable.

As a result of our knowledge, positions and/or the authority invested in our roles when working with children and young people, we are placed in positions of trust in relation to the young people in our care.

Where a relationship of trust exists between an adult and a child/young person, it cannot be a relationship between equals. Allowing a relationship to develop in a way that might lead to a sexual relationship is wrong. A sexual relationship itself will be intrinsically unequal within a relationship of trust and is therefore unacceptable.

Any sexual relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.

You should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. You should report and record any incidents with this potential.

Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

We should not:

- Use our position to gain access to information for our own or others' advantage.
- Use our position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people.
- Use our status and standing to form or promote relationships which are of a sexual nature, or which may become so.

Code of Behaviour

I will keep to this code at all times.

I will treat all children and young people with respect and dignity.

I will treat all children and young people equally – I will not show favouritism.

I will ensure that the welfare and safety of the children is paramount at all times.

I will listen to, and act upon, any disclosures, allegations or concerns of child abuse and the welfare of children, taking them seriously and passing them on to the relevant child protection officer immediately.

I will remember this code in sensitive moments, for example when helping someone who has a concern or who may have been bullied or bereaved.

I will always act in a professional manner, setting an example in the way I behave, being polite and positive, respectful and considerate to other team members, parents, carers and young people.

I will remember that someone else might misinterpret my actions, even if I mean well.

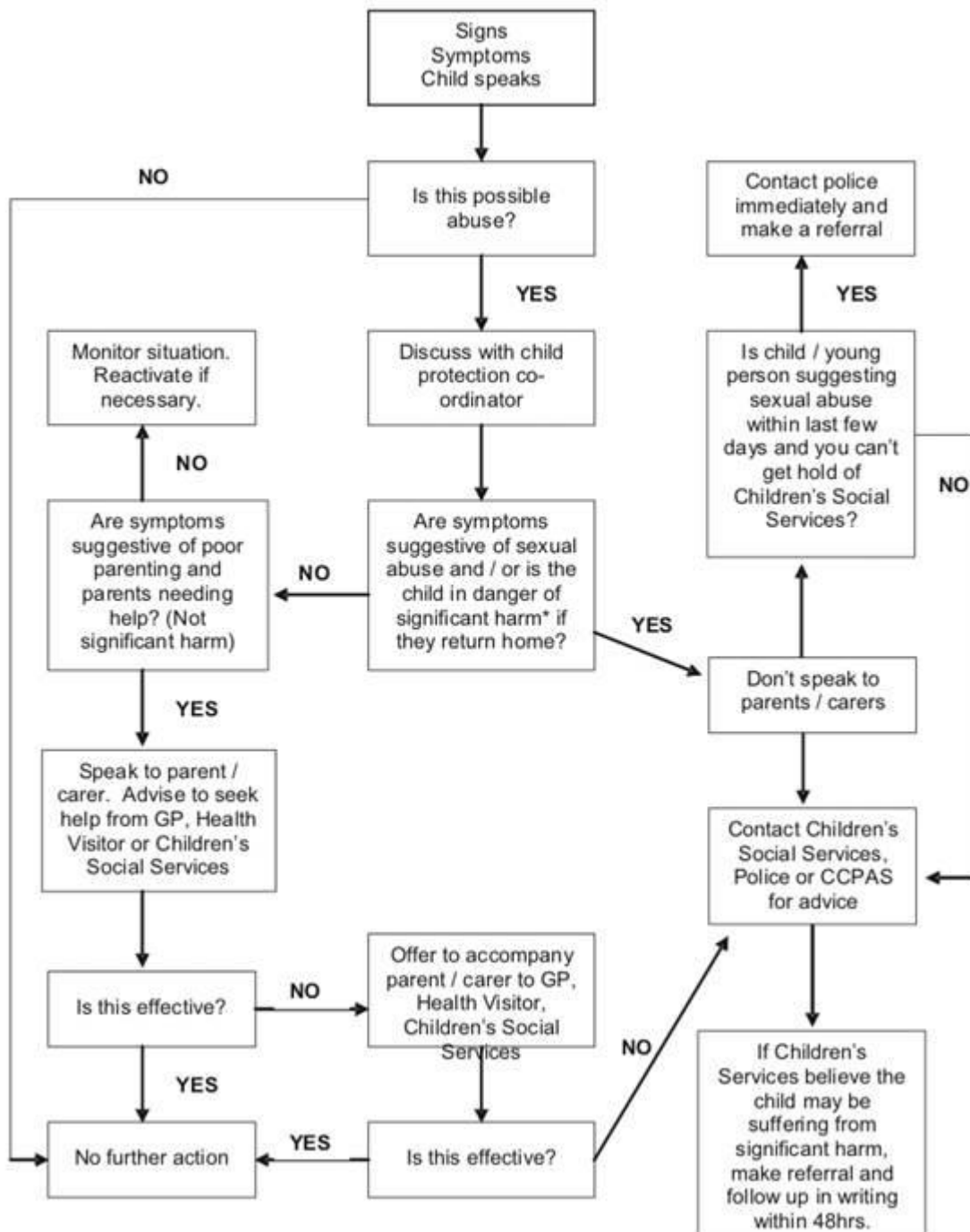
I will adhere to the health and safety guidelines set out by Kingdom Faith Church.

I will give careful consideration to how I dress to promote a good example to the children and young people, ensuring that I am always dressed decently and appropriately, honouring the young people and other team members.

I will attend CCPAS child protection training every 3 years.

APPENDIX 4

Flow Chart for Action (children & young people)



APPENDIX 5

Example Contract for offenders

- *I will never allow myself to be in a situation where I am alone with children or young people*
- *I will attend meetings/groups as directed by the church leadership*
- *I accept that there are certain meetings I may not have permission to attend*
- *I will not offer to or accept offers to baby-sit children or young people*
- *I will not invite families or children or young people into my home*
- *I will not seek a relationship with anyone who has young children*
- *I will sit where directed in the church and will not place myself in the vicinity of children or young people*
- *I will not enter certain parts of the building designated by the leadership, nor any area where children's or young people's activities are in progress*
- *I will decline invitations of hospitality where there are children or young people in the home*
- *I accept that "x" and "y" will sit with me during church activities, accompanying me when I need to use other facilities. They will know I am a 'Person posing a risk to children' under the terms of the Sex Offenders Act*
- *I accept that certain people in the church will need to know that I am a 'Person posing a risk to children' under the terms of the Sex Offenders Act. It is not my decision who is informed*
- *I accept there are certain people who will need to be told of my circumstances in order for them to protect the children or young people for whom they care*
- *I accept that contact will need to be made with my probation officer, who will meet with church leaders as and when necessary (where appropriate)*
- *I accept that "z" will provide me with pastoral care*
- *I will always make 'z' aware that I am attending church*
- *I understand that if I do not keep to these conditions, then I may be barred from attending the church, and in such circumstances the leadership may choose to inform the statutory agencies (e.g. probation and social services) and any other relevant organisation, and the church congregation*
- *I understand that any other concerns will be taken seriously and reported*
- *I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period*

For ex-offenders it is important for at least one pastor/leader to meet with the relevant probation officer, who will be able to give an opinion concerning the element of risk. After this both the offender and the relevant pastor will sign the contract. Deviations from the contract will be treated very seriously.

Certain Church activities such as our annual Faith Camp, allow for adults to have considerable access to children over an extended period. In these circumstances it will be the normal policy of Kingdom Faith to not allow ex-offenders to participate in these events. While this may seem unfair to the individual, the Elders believe to not do so would place the children and young people at the event at an unacceptable level of risk.