PSC Safeguarding Policy

Adapted from Headley Park Church by Graham Thornton (December 2023)

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1. Church Statement

1.1 Philip Street Chapel takes very seriously its responsibility to protect and safeguard the welfare of those under the age of 18 entrusted into its care.

As Christians our first responsibility is to glorify God by living according to the principles in his Word. It is therefore our desire that all our church activities, especially those involving children and young people, be characterised by integrity, wisdom and love. It is our desire to provide Christian teaching and example in an atmosphere of safety and enjoyment.

1.2 As a church we therefore state our commitment to:

- Value all children and young people as those loved by God and made in his image.
- Do our utmost to ensure their protection within church premises and on organised trips.
- Encourage and support parents/carers.
- Ensure that our children/youth workers are given support and training.
- Have a system for dealing with concerns about possible abuse.
- Maintain good links with the statutory child care authorities.

1.3 We recognise that some children and young people today are victims of neglect and physical, sexual and emotional abuse. Accordingly we have adopted the policy contained in this document setting out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against leaders or members of the church.
- Appointing children's/youth workers
- Supervision of activities and practice issues
- Helping victims of abuse
- Working with offenders

1.4 This policy must be adhered to by any future satellite congregations working with children.

1.5 This policy was agreed at the elders meeting on xxxxxxxxxx and presented to the Members Meeting on xxxxxx. The content of this policy has formed the basis for a Child Safeguarding Course which all those who regularly work under our banner with children/young people are required to attend.

1.6 The Designated Safeguarding Lead (DSL) is currently Graham Thornton.

2. Recruiting Children's/Young People's Workers

(For a simplified flow diagram version of these procedures see Appendix 5)

2.1 Recruitment Procedure

- We recognise that children/young people are very impressionable and heavily influenced by those they look up to. All children/youth workers at PSC will therefore be committed Christians who recognise their responsibility to be good role models. They will be those who are seeking to live in obedience to God's Word and so commend the Lord Jesus Christ in every area of their lives. If it becomes clear that a children/youth worker is not fulfilling this responsibility, then the deacons and elders reserve the right to ask them to discontinue in their role.
- If a children's/young people's department leader discerns that a candidate is suitable to be in a position of responsibility within their activity the following procedure must be completed before the candidate can be 'approved' and regularly involved.

1. A *New Worker Application Form* (NWAForm hereafter) must be completed by the candidate and signed by the Department Leader.
2. An enhanced disclosure check on the candidate will be initiated by PSC's 'registered person.'
3. At least one of the references on the NWAForm will be requested.
4. Once a satisfactory check has been completed, the NWAForm, with any references that have been sought, will be signed by PSC's DSL and put in a 'settling-in' file in the church office.
5. The candidate can now be regularly involved in the activity including being involved on any rota.
6. There will then follow a 'settling-in period' of approximately 4 months during which the candidate's involvement in the activity will be further assessed and they must attend the next available PSC CP Course.
7. After a satisfactory 'settling-in' period has been completed, the worker will become 'approved'.
8. It will be our aim to renew disclosure checks on our workers every 3 years, using the update service when possible.

2.2 Department Leaders

- In the case of a new Department Leader the outgoing leader must advise the children's work elder who will bring the name before the next elders meeting for agreement before the recruitment procedure above is initiated if required.
- Department leaders must be members of PSC.

2.3 Settling-in period: (Approximately 4 months)
The following guidelines assume that steps 1-5 of the Recruitment Procedure (see 2.1.2) have been carried out for the candidate for children/young people's work.

- An 'approved worker' in the activity must take responsibility for overseeing the new worker during this time.

- They can go on rotas but must never be given sole responsibility for any activity.
- Once completed the NWAForm should be signed again by a DSL and put in the 'approved workers' file for this activity in the office.

2.4 Using Under-18s

- Good practice dictates that under-18s who help out in clubs should not be referred to as 'leaders' but only as 'helpers'.[1]
- Every under-18 should be linked to an adult 'approved worker' who is responsible for them.
- Under-18 helpers should not be left alone with children; neither should they be given sole responsibility for any activity. (But note: they may 'run' an activity provided an adult approved worker is present to oversee it.)
- They cannot be included in child-adult ratios.[2]
- They do not need to go through the same rigorous recruitment procedure as other workers. They should complete only Part 1 of the NWAForm. They are not required to attend PSC's CP Course, neither is it possible to apply for a disclosure check on them. ***However references should be taken up if the candidate has not been known by at least 2 elders or deacons for a period of 3 years or more.***
- They should undergo a 4-month 'settling-in' period after which their forms should be filed under 'Under-18s helpers'.
- When they are 18 the normal recruitment procedure will be carried out. They will not be required to complete another NWAForm but simply complete Part 2 of their original form.
- They will not be required to undergo another 'settling-in' period.

2.5 Disclosure Information

- All PSC workers will be checked at enhanced level. They will be informed of this requirement on the NWAForm and will be given an enhanced disclosure form to complete.
- It is our intention to conform to the DBS Code of Practice and we have therefore adopted the policies contained in appendix 9 concerning the recruitment of ex-offenders and the storage of disclosure information. These are available to all candidates who request them.

2.6 Candidates who have already been checked as part of their employment

If a candidate who is undergoing disclosure already has one at enhanced Level, provided the candidate is still working with children and has met all the other criteria, he/she may begin working with the relevant church activity immediately.

2.7 Overseas Volunteers

The person making the appointment should ask the applicant to obtain criminality information (also known as a certificate of good conduct/character) from his/her relevant embassy/high commission (or police force). This means that in addition to the DBS check, the candidate/applicant must seek this additional check to cover the time he/she spent abroad. (Further advice can be found on the Home Office website).
https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

If such information is not available from the embassy/high commission etc. or if there are concerns about the reliability of the information provided, the person(s) making the appointment should take extra care when taking up references and checking any previous employment record. In such cases, additional references should be sought and at least one reference from a previous employer should be contacted by telephone as well as by letter. Of course, if he/she is to be employed (as opposed to just being a volunteer), the person's "right to work" in the UK will need to be checked.
See the following for more information: https://www.gov.uk/check-job-applicant-right-to-work

Indeed, even if a volunteer, the Home Office guidance (October 2013) states:

"...Volunteering may be undertaken by asylum seekers, as long as they are carrying out the work on behalf of a registered charity, voluntary organisation or body that raises funds for either, or public sector organisation. However, we do not support volunteering activities by anyone whose asylum application has been refused and their appeal rights exhausted. As they no longer have a basis to remain in the UK they should leave voluntarily...".

See paragraph 2.11 Overseas applicants: Safer Recruitment Practice Guidance

3. Safeguarding our Activities

3.1 Information Folders

[1] Government Guidance contained in 'Working together to safeguard children' publication. All workers should be police checked. Under 18s cannot be and so therefore cannot be regarded as 'approved workers'.
[2] But see notes in '3.3 Child Ratios'.

It is the responsibility of the designated leader of the activity to make sure that they keep up-to-date 'Information Folders' which are available every time their activity runs. This will contain important medical and contact information. Specifically each Information Folder will be made up of:

3.1.1 **A Register:** Taken each time the activity runs and noting the children, leaders and anyone else who attends the activity. Where someone arrived very late or very early this should be noted.

3.1.2 **A Log Book**: This should be available for all leaders and helpers to use and should be used to note any 'significant incidents' that occur during the activity. This would include any accidents, any aggressive, unusual or suspicious behaviour and the details of any discipline that might need to be exercised.

Log books will be open for any parent/carer should they wish to see them.

Confidential information such as the details of a disclosure or any strong suspicions of abuse should not be included. These should be written down separately and filed with the DSL[3]. An appropriate reference to this should be noted in the log book. (ie 'additional notes on file')

(See appendix 1 for Log Book title page.)

3.1.3 **Completed Parental Consent Forms:** This must be completed and signed by the parents/carer of each child/young person involved in each activity. Without completion of this form they will not be allowed to attend the activity. This will contain medical and contact information for each child and will therefore remain confidential to the leaders/helpers of the activity. In addition it should describe the type of activities that the child/young person might be involved in. (See appendix 1)

3.1.4 **Completed Special Activity Parental Consent Forms & Risk Assessment Form:** If the group is involved in any special 'off-site' activities that go beyond the regular activities or hours of the group, for example residential activities such as camps, weekends away, swimming and special days out, the designated leaders must also complete a Risk Assessment Form for each special activity. This will be made available to parents if requested.. (See appendix 1)

3.1.5 **This policy document**

3.1.6 **Spare Forms**

3.1.7 **Helpful telephone numbers:** See Appendix 12

Appendix 1 contains forms for all the above.

3.2 Parental Consent Forms

We believe that the parent/carer has primary responsibility for the nurture, care, protection, instruction and discipline of each child. We seek to support and empower families in every way we can and we therefore require that a parent/carer of every child who takes part in our regular activities must complete a *Parental Consent Form* giving permission for their child to take part in that group. **Note: Where swimming is involved a *Special Activity Parental Consent Form* will be requested.**

3.3 Child-worker ratios

Although there is currently no legal requirement for churches to have specific ratios of adults to children for activities they run, as a general guideline we will seek to operate on the following basis for our regular and special activities, where the designated leader judges that the risks are no greater than usual. (For our purpose 'adults' are defined as those who are 18+)

	Approved Adults	Children	Additional Approved Adults
0-3 years	2	up to 6 *(see '3.4 Toilet Trips')*	1 for every additional 3 children
3-8 years	2	up to 10	1 for every additional 5 children
8+	2	up to 16	1 for every additional 8 children

If the activity could be described as 'high risk' or dangerous then the ratio of adults to children will be increased.

[3] In accordance with the advice given in the Nolan report these will be kept for an indefinite period of time (100 years is recommended). This is because it is possible for allegations of abuse to be made years after the alleged event.

3.4 Toilet Trips

3.4.1 As a general rule workers should not take children of school age into the toilet, however it may be necessary for leaders to escort children to the outside of the toilet. Wherever possible it is best for a group of children to go together rather than a leader takes individual children. No under-18 helpers will escort children on toilet trips.

3.4.2 It is recognised that very young children may need supervision and in this instance only 'approved workers' (see 2.1.2) or the child's parent will accompany them to the toilet. In such cases there must always be at least one 'approved worker' left with the children, hence the ratio of 2 approved adults for up to 6 children as suggested under 3.3

3.4.3 It is often necessary to organise crèche's for special events. In these instances, because of toilet trips, there must be at least 2 approved workers present, one of whom is the designated leader.

3.4.4 It is also recognised that some smaller, less formal church activities such as the Women's Bible study may require a crèche that is organised informally by those parents participating. In this case it will be made clear that parents leave their child at their own discretion. However even in this instance it would be reasonable to expect the adult-child ratios in 3.3 to be observed.

3.5 Discipline Policy

Our discipline policy will be copied on the back of every Parental Consent Form. Parents/carers will be required to indicate on the Parental Consent Form that they have read and agree with it. A copy will also be part of the 'Children's Work Policy and Guidelines' that every new worker will be required to read and agree to before being allowed to work with children.

A copy of PSC's discipline policy can be seen in appendix 4.

3.6 Transport policy

3.6.1 Where transportation is needed, it will be the responsibility of the activity leader to ensure that any drivers used are properly licensed and insured and that any vehicles used are in roadworthy condition.

3.6.2 All persons to wear a seat belt unless holding a medical exemption certificate.

3.6.3 All children aged between 3 and 12 years must use the correct child seat/booster cushion until they reach 135 cm.

3.6.4 It is best practice to have two adults in the car at all times when transporting children. If there is a reason that makes this impracticable then permission should be sought from parents of the children concerned, information given regarding the journey and the timings, and Clause 3.6.5 must be adhered to.

3.6.5 Where workers are required to drive children home they should endeavour to arrange the 'drops' so that two children are dropped last. Where this is not possible wisdom should be used as to the most suitable child to be dropped off last. While it is accepted that sometimes a children/youth worker may use the opportunity of being alone in a car to talk with a child/young person, workers should avoid this happening regularly with the same child/young person.

3.6.6 When dropping off care should be taken to ensure that the child/young person has safely entered their house. A child/young person should never be left on their own.

3.7 Policy for 'Special Activities' including camps and day trips

3.7.1 **Designated Leader:** The activity will be supervised by a 'designated leader' who is suitably competent and will have overall responsibility for health and safety during the activity. The designated leader may delegate responsibility to other competent leaders to oversee smaller groups but s/he will still have overall responsibility for the event.

3.7.2 **Special Activity Parental Consent Form:** No children/young people will be allowed to participate in the activity unless their parent/carer has completed a SAPCForm (see appendix 1).

3.7.3 **Risk Assessment Form:** Prior to the activity the designated leader will complete a Risk Assessment Form (see appendix 1). This will involve assessing and minimising potential risks connected with the activity. It will also be the responsibility of the designated leader to:

- Ensure that the activity has an adult-child ratio that is appropriate for the activity in question.

- Ensure that all drivers used have valid driving licences and adequate car insurance for transporting children/young people and that any vehicle(s) used are in roadworthy condition.
- Have a mobile phone on him/her at all times and provide at least one emergency telephone number for inclusion on the SAPCForm. This could be the mobile telephone number provided that it will be able to receive a signal at the proposed destination.
- Make sure that the *Information Folder* is with him/her at all times and that it contains the SAPCForm for each child. If the group splits for activities, and there is no convenient central meeting point, the leaders of each group should ensure that they have the SAPCForms for each child in their group. (These may be photocopied in advance to make things easier.)
- Conduct a regular register/head count of all children/young people at appropriate times to check that all are present.
- Ensure that a First Aid kit is taken on the trip and is available at all times. All members of the party should know who are first-aiders, if present.
- Ensure that clear and understandable instructions and boundaries will be communicated to the children/young people at appropriate times to ensure that risks are kept to a minimum.
- Ensure that all leaders understand appropriate procedures in the case of an emergency.

3.7.4 **Sleeping arrangements on residential activities:** Boys and girls will always be accommodated in separate rooms/tents. Leaders will not share accommodation with children/young people.

3.8 Food Safety Policy

Food Safety guidelines[4] state that anyone who handles food or whose actions could affect its safety must follow certain regulations. Where food is being sold best practice dictates that those with responsibility for food should possess the basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc). This would apply if we take children away on a camp where the cost of food is included in the cost, therefore technically food that is being sold.

3.9 Photographs and video of children

Those who wish to harm children/young people have been known to use photographs, names or details found on church websites to target individuals. We therefore adopt the following policy concerning the use of photographs and video of children/young people in church publicity or information:

- Parental permission will be sought on the Parental Consent Form before we use a photograph or video of a child in our publicity.
- Names, addresses, emails and telephone numbers of children will never be used alongside photographs so that individual children can be identified and located.

3.10 Visiting children at Home

We recognise that it will be helpful from time to time for our children's/youth workers to visit children and their families at home. In these cases the worker will:

- Inform another leader/worker of the proposed visit.
- Never enter the child's home if a parent is absent.
- Keep a record of the visit (in a diary for instance), noting date and purpose.

3.11 Children placed with host families

3.11.1 In the event of an outside children's/youth group visiting our church and wishing to be placed with host families every host family will be required to read and sign a copy of this policy

3.11.2 The names of all those who offer accommodation will be first cleared by the DSL who may discuss these names with the eldership.

3.11.3 Names, parents/carers address and telephone numbers where appropriate, and a contact telephone number for the leader of the visiting group must be given to host families.

3.11.4 We would also expect that the parents/carers of those visiting should be given a contact address and telephone number for the host families that their child/young person will be staying with. They should also be informed that we have a child safeguarding policy that is available on request.

3.11.5 In addition host families will be expected to conform to the following guidelines:

- Any conviction or criminal offence that is relevant to contact with children must be disclosed to those organising the accommodation, including the leaders of the visiting group, and a child will not be placed with that family.

[4] General food Hygiene Regulations 1995

- Children will be placed only with those families where one or more of the adults have had enhanced disclosures conducted on them.
- We reserve the right to not use offers of accommodation.
- Visiting children/young people will be accommodated in separate rooms from others in the house or will share a room with children/young people of their own age and gender if possible.

3.12 Other users of church premises

When hiring out the church premises to individuals or organisations that plan to work with children/young people the following condition will be made clear as part of any agreement:

'Use of PSC's premises is conditional upon users being fully aware of the principles contained in the Home Office Code of Practice 'Working Together to Safeguard Children' and undertaking to adopt the recommended practice in any contact they have with children and young people under the age of 18 years.'

(Note: Appendix 8 may be copied as a summary of these recommendations. A complete copy of 'Working Together to Safeguard Children' can be supplied by the DSL or Elder in charge of Children's work.)

3.13 Mentoring of under 18s

3.13.1 Purpose of Mentoring

- The purpose of mentoring in the church situation is to encourage the young person in discipleship and will therefore largely consist of Bible study, prayer, fellowship and the practical development of the young person's walk with Christ.
- In general, the mentoring will not be a counsellor/counselee relationship, although some issues may arise where advice is sought. The mentor is not and should not claim to be an expert counsellor.

3.13.2 All mentors will be subject to requirements of the PSC CWP. The mentor will be assigned to an "approved worker", and will meet at least monthly (ideally twice per month) during the "settling in" period (normally 4 months). The "approved worker" will give advice on mentoring, (e.g. Bible Study materials) and help them deal with issues that may arise, without compromising confidentiality. Mentors will remain assigned to their "approved worker" to ensure that there is ongoing accountability.

3.13.3 The DSL will maintain a log of all mentors and their "approved worker".

3.13.4 Before a mentoring relationship is commenced the mentor must ensure that the parental consent form is signed and returned by the parent or legal guardian. This will be stored by the DSL

3.13.5 The mentor and young person must be of the same sex. Whilst privacy in discussion will be required the mentor will normally avoid meeting completely alone. They should choose a location where others are in the building. This is sensible practice.

3.13.6 Disclosure

- The normal procedure as described in section 4 will apply, where a disclosure of abuse is made. The mentor must not promise confidentiality, as the mentor will need to advise the DSL of the disclosure.
- Where the young person discloses other matters that are of concern to the mentor, particularly if it is illegal, or putting the young person at moral or physical risk, the mentor must advise firstly:
    - The parent/guardian (this is where the prime responsibility lies) unless there could an increased risk to the young person in doing so. For instance, if it is alleged that the parent/guardian is involved in, complicit with or encouraging the disclosed activity OR
    - The DSL who will decide what is the appropriate action to take

  Once again the mentor cannot promise complete confidentiality. However, the information gained by the mentor should only be shared by the mentor as described above.

3.13.7 Training – The mentor must have attended the PSC CWP training course. In addition the mentor will have received training on mentoring, the use of Bible Study materials, the CWP, issues that might arise and will be assigned to an "approved worker" who will provide ongoing support.

3.14 Use of the internet by children at PSC

We realise that the internet is widely used by children but is also a place where they can be exposed to unhelpful material and be vulnerable to contact from unsafe adults. It is our policy at PSC that children should not have unsupervised access to the internet, either on our computers or their own smart phones. Wi-Fi systems installed on

the church premises will be protected by a passkey, or similar security. This security code will only be known by adults and will not be shared with children.

4. Responding to allegations

4.1 Definitions and Symptoms of Abuse
See notes in appendix 2

4.2 What to do if you suspect that abuse has occurred:

4.2.1 If a children/youth worker is concerned about the welfare of a child, they should contact their Departmental Leader or one of the DSLs as soon as possible, or immediately if serious abuse as defined in 4.1 above is suspected.

4.2.2 See flow diagram in appendix 6: *'what to do if....?'*

4.2.3 In addition the worker must:

- **KEEP STRICT CONFIDENTIALITY.** It is absolutely essential that workers do not discuss suspicions with anyone else other than a DSL: If abuse is occurring then word could get back to abuser who might silence the child. If abuse is not occurring then reputations could be tarnished without any proof of wrong-doing.
- **As soon as possible record your suspicions in written format** with the evidence you have for them. Do not use the activity Logbook for these as it is a public document. Instead include a reference in it to 'additional notes on file' and record your suspicions separately.
- If a suspicion involves one of the DSLs, one of the other DSLs should be approached.
- **In no circumstances should the family of the child involved be informed at this stage**: If they are involved in abusive activity this could result in the child being silenced or threatened. If they are innocent their reaction could 'tip-off' someone else who could then silence the child or in other ways destroy an investigation that might need to take place.

4.3 What to do if an allegation is made:
In the case of a child/young person or third party disclosing alleged abuse, we recommend that workers respond in the following way:

- **KEEP STRICT CONFIDENTIALITY**. It is absolutely essential that workers do not discuss suspicions with anyone else other than the DSLs. (See reasons given under 4.2.)
- **Do not promise the child/young person confidentiality**, a worker has a moral obligation to act on any disclosure of abuse.
- Allow the child/young person space to disclose as much or as little as they want to.
- **Avoid direct or leading questions** or questions that might plant ideas into the child's mind or panic them into an answer that they might think you want to hear.
- Inform the child/young person that you will be involving one of the DSLs who are trained to deal with such situations.
- **Make comprehensive notes of everything that the child/young person says and any questions that you asked**. It will probably be inappropriate to do this at the time but it must be done as soon as possible after the conversation.
- Do not copy these notes up in neat.
- **Do not contact the parent/carer** of the child at this stage. (See reasons given under 4.2.)
- **Inform your Departmental Leader or one of the DSLs immediately** who in most circumstances will ring Social Services on your behalf.
- **Departmental Leaders only:** If you cannot contact a DSL, contact a Church leader and then ring Social Services directly (see contact numbers in appendix 7).

4.4 What to do if the allegation is made against a church worker
All the procedural elements detailed previously must be adhered to. The worker in question will be removed from contact with children's work at PSC and will be overseen by the Elders in the church, both pastorally and in relation to their work potentially re-starting. It is the DSL's responsibility to involved the Local Authority Designated Officer (LADO)

4.5 What to do if the allegation is proven
The Safeguarding Vulnerable Groups Act 2006 (SVGA) places a duty on organisations where people work or volunteer with children or vulnerable adults in regulated activity to make a referral to the DBS in certain circumstances to protect vulnerable people from harm. This is when an organisation has dismissed or removed a person from working/volunteering with children or vulnerable adults in regulated activity (or would or may have removed such a person if the person had not left or resigned etc.) because the person has:

- Been cautioned or convicted of a relevant offence (e.g. a serious sexual or violent offence); or
- Engaged in relevant conduct in relation to children and/or vulnerable adults, (i.e. an action or inaction (neglect) that has harmed a child or vulnerable adult or put them at risk of harm as defined under the SVGA); or
- Satisfied the harm test in relation to children and/or vulnerable adults, (i.e. there has been no relevant conduct (i.e. no action or inaction) but a risk of harm to a child or vulnerable adult still exists as defined under the SVGA)

Detail about how to refer can be obtained from the DBS

4.6 Procedures for dealing with complaints by parent
We are concerned to support and strengthen parental responsibility. We therefore take complaints or comments from parents about our activities very seriously.

In the first instance complaints to do with a particular activity should be directed to the Department Leader of that activity. If the complaint is very serious it should either be communicated to one of the DSLs or the elder responsible for children's work (see appendices 6 and 7 for contact numbers).

4.7 Crisis Management Committee
In the case of a high profile allegation or incidence of abuse a crisis management committee will be formed to deal with media interest, communicating with the church and supporting all parties involved. This will consist of appropriately gifted, wise and spiritually mature individuals from the church and will include one of the elders and one more of the DSLs.

5. Responding to sex offenders who attend PSC

While only a part of the abuse covered by this document, the issue of how we deal with those who have committed sexual offences and start attending our church is nevertheless a crucial area of policy. The church of Jesus Christ welcomes sinners of all types; however our desire is to be wise as well as welcoming.

It is well documented that those who commit sexual offences develop deeply manipulative and frequently self-deceptive behaviour. It is also clear that the strategy of such individuals is to seek to get into positions where

friendship and trust can be developed with children which over time may be manipulated to satisfy the evil desires of such people. Our first priority will therefore always be to maintain the safety of the children who attend our activities.

We may be informed by the police or social services that we have a registered sex offender worshipping regularly with us or the individual may disclose that fact to the church leadership. In either case we will act in the same way.

While seeking to extend love and friendship, we will adopt the following guidelines:

5.1 We will seek to have direct contact with the individual's probation officer/social services to discuss the best course of action. It may be that the individual in question has a restriction on where they are able to go. We will therefore first of all take advice on the wisdom of welcoming the individual into church.

5.2 A supervisory group will be set up for a period of at least 12 months. Consisting of: an elder for pastoral care, a nominated 'supervisor' who is a mature Christian (perhaps a couple), the partner or a relevant family member and probation officer if appropriate. It would be the role of this group to support the individual and discuss the boundaries to be observed while involved in PSC. These would include:

a. No contact to be initiated with children.
b. No involvement in any children's/young people's activities while at PSC.
c. No involvement in any church activity where the individual may regularly have contact with children/young people (e.g. serving refreshments or food in children's club/driving or running for the minibus).
d. Attendance only at meetings/home groups as directed by the supervisory group.
e. Agreement not to enter certain parts of the church building as directed by the supervisory group, nor any area where children's activities are in progress.
f. Agreement to decline any invitations of hospitality where there are children in the home.
g. Agreement not to use the public toilets unless accompanied by one of those in the supervisory group.
h. At least initially (1st 12 months at very least) the individual to sit or stay close to supervisor/elder while in church. S/he will not be allowed to sit near or next to children/young people and should not attend the permitted church activities unless accompanied by supervisor/elder. (Note: It may be necessary for the supervisor/elder to pick the individual up or meet him/her outside the church building.)
i. Maintain regular contact with supervisor.
j. Attendance at regular meetings of supervisory group to ascertain conformity with these boundaries.
k. After this 12 month period – regular meetings to occur with supervisor or elder. If transgression is noticed the supervisory group to be reformed to review the situation.

5.3 A contract will be drawn up (see appendix 1) which will be signed by the individual agreeing to act within these boundaries. This will remain for an indefinite period.

5.4 It will be necessary to inform key people in the church that the individual is attending. The supervisory group will determine exactly who needs to be made aware, but it would most probably involve the crèche leader and selected children's club leaders. A balance would need to be established between confidentiality and accountability.

5.5 If these boundaries are not observed the supervisory group will determine how serious the transgression has been. Depending on the seriousness of the offence, and taking into account the advice we are given by the relevant authorities it may be that the boundaries need to be tightened or that the individual is banned from attending the church.

5.6 The elders will be informed at this stage and they will decide whether any other action is necessary.

5.7 If the individual stops attending PSC for whatever reason and we are aware that s/he is attending another church, we would inform the leadership of that church immediately as well as the relevant statutory agencies.

APPENDICES:

Appendix 1:
Forms and Letters

(Available in church office or in electronic format)

- Registers
- Log Book Title Page
- New Worker Application Form
- Parental Consent Form
- Youth Group Parental Consent Form
- Special Activity Parental Consent Form
- Mentoring Consent Form
- Risk Assessment Form
- Offenders Contract

Appendix 2:
Definitions and Symptoms of Abuse

Neglect

Neglect is a very difficult form of abuse to recognize. It is often seen as less serious than other forms of abuse, but its effects can be very damaging. Children who are neglected often develop more slowly than others and find it hard to make friends and 'fit in' with their peer group.

Physical signs:

- Constant hunger and sometimes stealing food from others.
- Being in an unkempt state, frequently dirty or smelly.
- Loss of weight or constantly under weight.
- Being dressed inappropriately for the weather conditions.
- Untreated medical conditions

Behavioural signs:

- Being tired all the time.
- Frequently missing school or being late.
- Failing to keep hospital or medical appointments.
- Having few friends.
- Being left alone or unsupervised on a regular basis
- Compulsive stealing or scavenging for food.

Physical Abuse

Most children collect cuts and bruises quite routinely, as part of the rough and tumble of daily life. This makes it difficult to spot those cuts and bruises that are not accidental. Physical abuse may have occurred when the injuries fall into one or more of the following categories

Physical signs:

- Injuries which a child cannot explain or explains unconvincingly.
- Injuries which have not been treated or treated inadequately.
- Injuries on parts of the body where accidental injury is unlikely. Such as cheeks, chest or thighs.
- Bruising which reflects hand or finger marks.
- Cigarette burns, human bites.
- Broken bones.
- Scalds, especially those with upward splash marks or tide marks where a child has been made to deliberately stand or sit in very hot water.

Behavioural signs:

- A child is reluctant to have their parent contacted.
- Aggressive behaviour or temper outbursts.
- A child who runs away or shows fear of going home.
- Reluctance to get undressed for sports activity etc.
- Covering arms and legs even when hot.
- Depression or moods that are out of character with the child's general behaviour.
- Unnaturally compliant to parent/carer.

Sexual Abuse

Both girls and boys can be victims of sexual abuse and several factors combine to make abuse difficult to identify. Most acts of abuse (but not all) are likely to happen in private and child abusers will go to incredible lengths to prevent discovery. The child is often threatened to keep silent and many children feel such a strong sense of guilt and shame that they are reluctant to speak about what has happened to them.

Physical signs:

- Pain, itching, bruising or bleeding in the genital or anal areas.
- Any sexually transmitted disease.
- Recurrent genital discharge or urinary tract infections without apparent cause.
- Stomach pains or discomfort when child is walking or sitting down.

Behavioural signs:

- Sudden or unexplained explained changes in behaviour.
- An apparent fear of someone.
- Running away from home.
- Nightmares or bedwetting.
- Self-harm, self-mutilation, attempts at suicide.
- Abuse of drugs or other substances.
- Eating disorders.
- Sexualised behaviour or knowledge in young children.
- Sexual drawings or language.
- Possession of unexplained amounts of money.
- The child taking on the parental role at home and functioning beyond their age.
- The child not being allowed to have friends.
- Alluding to secrets which they cannot reveal.
- Telling other children or adults about the abuse.

Emotional Abuse

Physical signs:

- A failure to grow or thrive.
- Sudden speech disorders.
- Delayed development, either physical or emotional.

Behavioural signs:

- Compulsive nervous behaviour such as hair twisting or rocking.
- An unwillingness or inability to ‘play'.
- An excessive fear of making a mistake.
- Self-harm or mutilation.
- Reluctance to have parents contacted.
- An excessive deference towards others, especially adults.
- An excessive lack of confidence.
- An excessive need for approval, attention and affection.
- An inability to cope with praise.

These signs do not stand alone and will usually only be recognizable as a worker has regularly weekly contact with children.

Appendix 3:

Police check Details

The Criminal Records Bureau came into existence in March 2002 and merged with the Independent Safeguarding Authority in December 2012 to form the Disclosure and Barring Service. Through the DBS checks can be made by individuals.

There are three levels of checks, basic, standard and enhanced. The basic check is a check against the Police National Computer. The Standard and Enhanced checks are available for those working with children and vulnerable adults. Employees or prospective employees can ask an individual to obtain a standard or enhanced check. This check is designed to prevent unsuitable people from working with children, and vulnerable adults.

The standard check includes the Police National Computer check and a check against two government lists, the PoCA List and the DfES List 99 - two lists of people deemed unsuitable for working with children. The enhanced check includes these checks and also a check against any local police information.

When an individual applies for an enhanced check they are sent a disclosure document but it will not include details of local police intelligence. Such information is released only to those involved in the recruitment process and it would constitute a criminal offence for it to be given to anyone else, including to the applicant. If there is any relevant information this is sent under separate cover to the registered body administering the check. In the case of PSC, who uses an Umbrella Body, it would be sent to the DSL who has authorisation to check applicants' documents before sending copies to the Umbrella body.
Evidence of an enhanced certificate, as part of an employment requirement for instance, is therefore not enough on its own as a guarantee of the safety of an individual.

Appendix 4:
PSC Discipline Policy

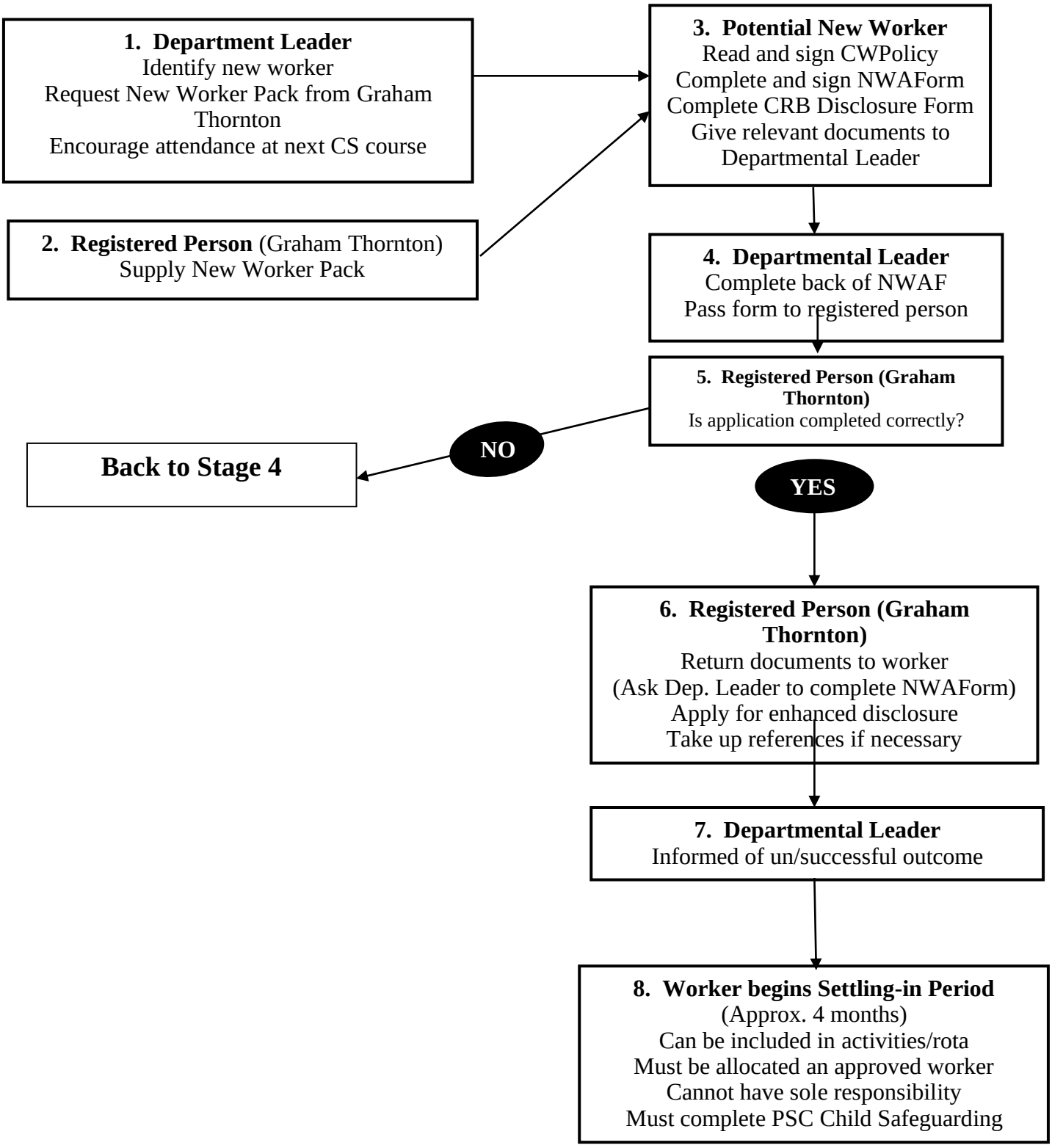
'We believe that effective discipline is essential in the activities we organize for children/young people. It includes nurturing, training, instruction, verbal rebuke, teaching and encouragement. We believe that effective discipline brings security, produces character, prepares for life, is evidence of love and is something that God takes seriously (Hebrews 12:5-12 and Proverbs 22:6).
However, we consider that discipline is primarily the responsibility of the home and we therefore seek to work in partnership with parents/carers, keeping them informed whenever possible of issues that concern their child(ren).

The following guidelines summarize our discipline policy:

- We will seek to apply assertive as opposed to aggressive discipline.
- The leaders of each activity will make clear what the ground-rules and sanctions are so that children are aware of their boundaries and the consequences of crossing them. We will seek to be consistent in applying these. The following 3 ground-rules summarize our expectations:
    a. *Respect for Each Other:* we will not tolerate bullying, racism, physical violence or intimidation. We expect both leaders and children/young people to treat each other with dignity.
    b. *Respect for Property:* we will not tolerate graffiti, theft or vandalism of any kind.
    c. *Respect for God:* as all our leaders are committed Christians, we discourage swearing and blasphemy and expect children/young people not to be disruptive during teaching activities.
- Leaders will seek to be positive and encouraging, not comparing, but building up.
- We believe that good relationships with children/young people are at the heart of good discipline. It is therefore our aim to build healthy relationships and be good role models, setting a good example.
- We will seek to be consistent in what we say and fair in how we apply sanctions.
- Examples of the sorts of sanctions that we might use would include:
    a. A warning given by a leader
    b. Separation from friends
    c. Withdrawal of privileges (e.g. tuck-shop/sweets/certain club activities/banned from special trips)
    d. 'Time out' sitting with leader (e.g. writing letter of apology/why what they did was wrong)
    e. Exclusion for a week or longer
- <u>Under no circumstances will a child/young person be smacked or hit</u> nor will they be made a scape-goat or intentionally humiliated or ridiculed.
- In most cases children/young people will be warned before sanctions are applied. This may not be the case if behaviour is very serious and/or threatens the safety of other children/young people.
- Physical contact: The following guidelines outline our guidelines to workers regarding physical contact with children/young people:
    a. Touch should be related to the child's need not the worker's.
    b. Touch should be age-appropriate and initiated by the child rather than the worker.
    c. Worker should avoid any physical activity which is or could be construed as sexually stimulating to the adult or child.
    d. Children are entitled to determine the degree of physical contact with others except in exceptional circumstances such as if medical attention is required.
    e. If a worker needs to intervene to stop aggressive or violent behaviour, appropriate minimum restraint may be used to prevent harm to others or to the child/young person involved.
    f. Workers should take responsibility for monitoring one another in the area of physical contact and challenge if necessary.
- Leaders will not hold grudges against children/young people, but will seek to be fair and even-handed. Where a child/young person has been punished for disruptive behaviour, they will not be repeatedly reminded of their crimes.
- As a last resort we may ban children/young people from activities for a period of time, or in extreme cases, indefinitely if their behaviour warrants this. In most cases this will follow repeated warnings and the chance to change. Such a decision will be made by the designated leader of the activity who will personally contact parents/carers to inform them of such a decision.
- We will seek to recognize and reward excellent behaviour as much as we can.
- If a child is commended for exemplary behaviour, or disciplined for unacceptable behaviour, leaders will seek to inform parents as soon as possible, usually as the child/young person is being dropped off or picked up.

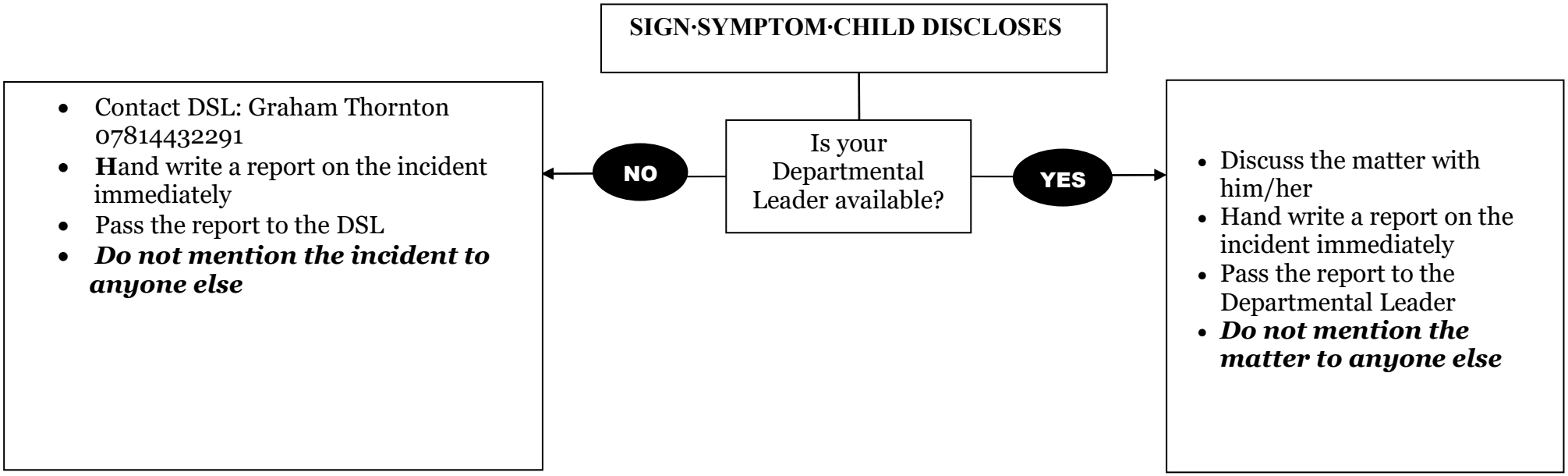
Appendix 5:

Recruitment Flow Diagram



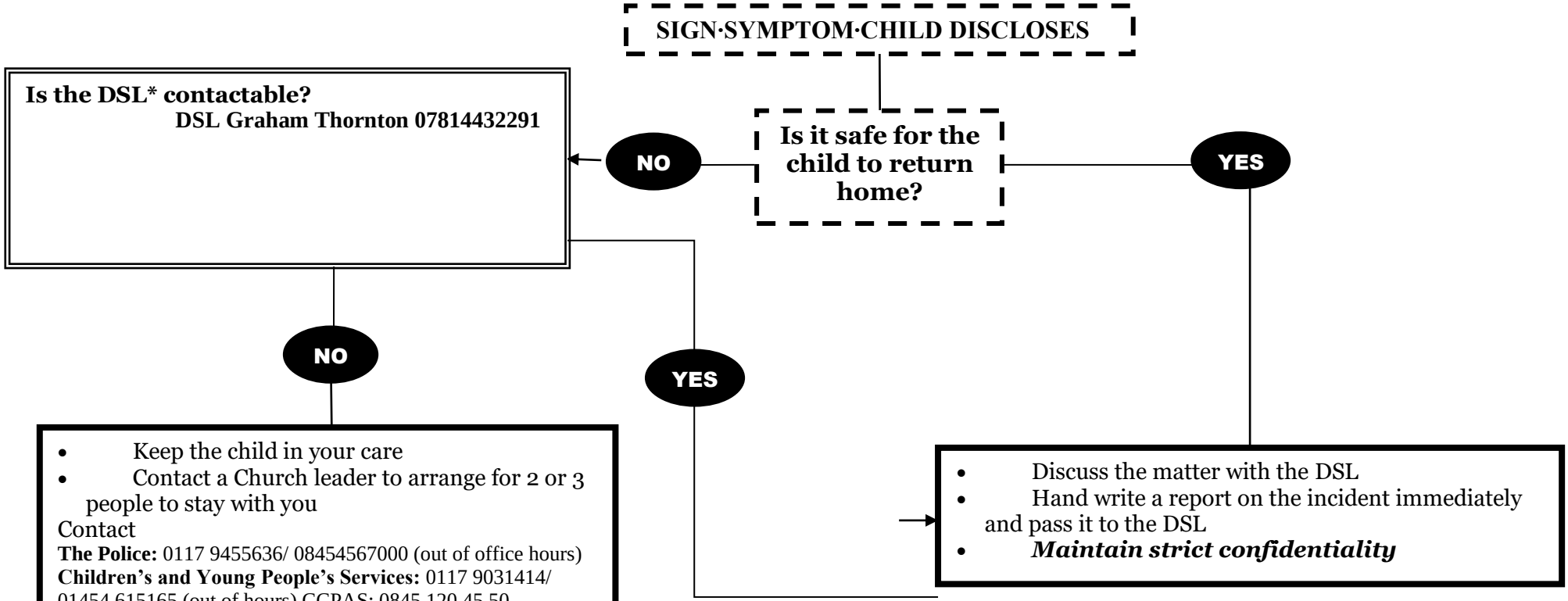
Appendix 6

What do I do if ….?



Appendix 7

PSC POLICY: WHAT DO I DO IF ….? FOR DEPARTMENTAL LEADERS



*** DSL: Child Safeguarding Officer**

Appendix 8:

'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children', Home Office publication, 2015.

Summary of Recommendations:
In order to safeguard the welfare of the children and young people in their charge, voluntary organisations should consider the issues raised by each of the following statements of principle and then, if they wish to do so, take any action which they deem to be appropriate in the light of their circumstances and structures, and the nature of their activities.

1. ADOPT A POLICY STATEMENT ON SAFEGUARDING THE WELFARE OF CHILDREN.
2. PLAN THE WORK OF THE ORGANISATION SO AS TO MINIMISE SITUATIONS WHERE THE ABUSE OF CHILDREN MAY OCCUR.
3. INTRODUCE A SYSTEM WHEREBY CHILDREN MAY TALK WITH AN INDEPENDENT PERSON.
4. APPLY AGREED PROCEDURES FOR SAFEGUARDING CHILDREN TO ALL PAID STAFF AND VOLUNTEERS.
5. GIVE ALL PAID STAFF AND VOLUNTEERS CLEAR ROLES.
6. USE SUPERVISION AS A MEANS OF SAFEGUARDING CHILDREN.
7. TREAT ALL WOULD-BE PAID STAFF AND VOLUNTEERS AS JOB APPLICANTS FOR ANY POSITION INVOLVING CONTACT WITH CHILDREN.
8. GAIN AT LEAST ONE REFERENCE FROM A PERSON WHO HAS EXPERIENCE OF THE APPLICANT'S PAID WORK OR VOLUNTEERING WITH CHILDREN.
9. EXPLORE ALL APPLICANTS' EXPERIENCE OF WORKING OR CONTACT WITH CHILDREN IN AN INTERVIEW BEFORE APPOINTMENT.
10. FIND OUT WHETHER AN APPLICANT HAS ANY CONVICTION FOR CRIMINAL OFFENCES AGAINST CHILDREN.
11. MAKE PAID AND VOLUNTARY APPOINTMENTS CONDITIONAL ON THE SUCCESSFUL COMPLETION OF A PROBATIONARY PERIOD.
12. ISSUE GUIDELINES ON HOW TO DEAL WITH THE DISCLOSURE OR DISCOVERY OF ABUSE.
13. TRAIN PAID STAFF AND VOLUNTEERS, THEIR LINE MANAGERS OR SUPERVISORS, AND POLICY MAKERS IN THE PREVENTION OF CHILD ABUSE.

Appendix 9:

Why we do not advocate speaking to the parent or alleged abuser

This is particularly related to strong suspicions, allegations or disclosures of sexual abuse.

A child might make an allegation naming someone as the abuser. That might be the absolute truth, or it could be that a child feels safer to name someone else because they are being told not to tell, or the child is presenting the situation in a confused way. If a parent knew about the allegation and they were innocent, they might go and confront this alleged abuser and ruin a Police or Social Services investigation. They might also, in their anger, take physical action against him/her which would not be very helpful either.

The alleged abuser (if guilty) might try to silence the child with bribery or threats, removing any incriminating material books, videos, photos, computer files. If innocent, s/he cannot show this by expressing shock, horror or surprise.

If the alleged perpetrator has a role among children in the church, or has other contact with children, then it is appropriate to speak to Social Services and the police before taking any action such as suspension during an enquiry. It will be necessary to supervise the worker as closely as possible without raising suspicion during the very short period between the matter coming to your attention and the authorities being informed. Any suspension which follows is a necessary but neutral act - if the allegations are true it is vital to protect children from further abuse or from being influenced in any way by the alleged perpetrator.

[The above text taken from CCPAS 'Guidance to Churches' P.8. It is used with thanks.]

In summary: we do not advocate speaking to the parents in the case of a disclosure, allegation or strong suspicion of abuse because:

- If they are involved in abusive activity speaking to a parent could result in the child being silenced or threatened.
- If they are innocent their reaction could 'tip-off' someone else who could then silence the child or in other ways destroy an investigation that might need to take place.

Appendix 10:

Policies relating to the use of Criminal Records Information

In accordance with The Disclosure and Barring Service's *Code of Practice* Philip Street Chapel adopts the following policies in relation to the use of disclosure information.

Equal opportunities and the recruitment of ex-offenders:

1. PSC is committed to providing a vital, practical response to the needs of those we serve, regardless of race, religion, lifestyle, sex, sexuality, physical/mental disability, offending background or any other factor.
2. As an organization using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of trust, the church undertakes to comply fully with the CRB Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
3. We actively promote equality of opportunity for all, with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values of the organization.
4. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
5. Where a Disclosure is to form part of a recruitment process, we encourage all applicants to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Child Safeguarding Officer or Deputy Child Safeguarding Officer and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.
6. We ensure that all those in the organization who are involved in the recruitment process receive suitable guidance to identify and assess the relevance of circumstances of offences. We will also ensure that they receive appropriate guidance in the relevant legislation relating to the employment of ex-offenders e.g. The Rehabilitation of Offenders Act 1974.
7. We will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.
8. We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
9. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment or position

Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences.

Safe Storage of Disclosure Information:

General Principles. As an organization using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for a position of trust we comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention, and disposal of disclosures and disclosure information. We also comply fully with our obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a written policy on these matters, which is available to all those who wish to see it on request.

Storage and access. Disclosure information is never kept on an applicant's personal file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling. In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorized to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognize that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage. Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention. Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will discuss this with the CRB and will give full consideration to the Data Protection and Human Rights individual subject access requirements before doing so. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal. Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the disclosure or any copy or representation of the disclosure. However, notwithstanding the above, we may keep a record of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, and the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

Appendix 11:

Summary of Job descriptions & responsibilities

Designated Safeguarding Lead:
ADMINISTERING ENHANCED DISCLOSURE CHECKS (Graham)
MAINTAINING UP-TO-DATE LIST OF ALL PSC CWs (Graham)
ANSWERING QUERIES (Graham and Neil)
CENTRALISING + STORING INFORMATION (Graham)
LIASON WITH SOCIAL SERVICES (Graham and Neil)
MANAGEMENT OF OFFENDERS ATTENDING PSC (Neil and Graham)
ORGANISING CS COURSE TRAINING (Graham)
KEEPING THE DETAILS IN THIS DOCUMENT UP TO DATE (Graham and Neil)

Children's Work Elder:
REGULAR VISITING/REVIEWING ALL PSC CHILDREN'S CLUBS/YOUTH GROUP – CHECKING THAT PROCEDURES ARE BEING FOLLOWED.
SUPPORTING DEPARTMENT LEADERS
RECRUITING NEW CHILDREN & YOUTH WORKERS
ENSURING THAT PROCEDURES ARE FOLLOWED CONSISTENTLY

Department Leaders:
RECRUITING NEW WORKERS + INITIATING APPLICATION PROCESS.
MAINTAINING UP TO DATE PARENTAL CONSENT FORM, LOG BOOKS + REGISTERS
KEEPING DSL INFORMED OF CHANGES OF WORKERS
COMPLETING RISK ASSESSMENTS

All New children and young people's workers
COMPLETE PSC NEW WORKER APPLICATION FORM
COMPLETE ENHANCED DISCLOSURE FORM
ATTEND PSCs CS COURSE (ideally within 6 months of starting work with children)

Appendix 12:

Contact Numbers

Neil Todman- 07914 743943
Graham Thornton 07814432291

Emergency numbers

The Police: 0117 9455636/ 08454567000 (out of office hours)
Children's and Young People's Services: 0117 9031414/01454 615165 (out of hours)

Appendix 13:

Abbreviations used in this document:
PSC: Philip Street Chapel
CPO(s): Child Protection Officer(s)
NWAForm: New Worker Application Form
CPPolicy: Child Protection Policy
CPCourse: Child Protection Course
IFolder: Information Folder
PCForm: Parental Consent Form
SAPCForm: Special Activity Parental Consent Form
RAForm: Risk Assessment Form
OContract: Offenders Contract