

## **Contents**

• Barton Church Safeguarding Policy 2018	(p.2)
• Appendix 1 – Leadership Safeguarding Statement	(p.12)
• Appendix 2 – Safeguarding Poster	(p.15)
• Appendix 3 – Signs of Abuse: Children and Young People	(p.16)
• Appendix 4 – Signs of Abuse: Adults	(p.18)
• Appendix 5 – Definitions of Abuse: Children	(p.20)
• Appendix 6 – Definitions of Abuse: Adults	(p.27)
• Appendix 7 – How to respond to a Child wishing to disclose Abuse	(p.29)
• Appendix 8 – Management of Workers: Code of Conduct	(p.30)
• Appendix 9 – Clauses to consider in a Contract for a Sex Offender	(p.33)
• Appendix 10 – Good Practice Guidelines 2017	(p.36)
• Appendix 11 – Social Media and Online Communication	(p.42)

# **The Safeguarding Policy**

## **SECTION 1**

### **Details of the place of worship / organisation**

Name of Place of Worship / Organisation: Barton Church.

Address: 32 Barton Road, Canterbury, Kent, CT1 1YQ

Tel. No: 01227 470086      Email address: office@bartonchurch.org.uk

Membership of Denomination/Organisation: F.I.E.C. (Fellowship of Independent Evangelical Churches)

Charity Number: 1173748      Company Number: N/A

Regulators details (if any): The Charity Commission.

Insurance Company: Ansvar Insurance; Church Connect Policy (Inc. All Risks, Personal Accident, Public and Products Liability, Property Owners Liability), and QBE Insurance (Europe) Ltd (Minibus Insurance).

### **The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:**

We run weekly activities on Sunday mornings for children of all ages, including Crèche (0 – 3 yrs), Kids' Church (Ages 3 – 11) and Youth (Ages 11 – 18). We also provide activities for Youth on Tuesday evenings (15 – 18s) and Friday evenings (11 – 15s), and a weekly (Seedlings Mum's and Tots group) and fortnightly (Mum's the Word, Crèche) activities for ages 0 – 3. We run an annual Youth Weekend Away (11 – 18s), and occasionally run additional events for Younger Children (ages 3 – 11) and Youth (ages 11 – 18). Our Pastors, from time to time pay visits to adults who have care and support needs, and may on occasion offer/provide care/support if appropriate to do so.

## **Our commitment**

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with F.I.E.C.

## **The Leadership undertakes to:**

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
  - provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
  - ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
  - support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
  - keep the policy and good practice guidelines in line with up to date guidance from CCPAS.
- The Leadership agrees not to allow the document to be copied by other organisations.

## SECTION 2 - Recognising and responding appropriately to an allegation or suspicion of abuse

### Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults, including those with care and support needs, 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 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. States 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.*

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse – See Appendices 3 and 4

Signs and symptoms of abuse – See Appendices 5 and 6

How to respond to a child wishing to disclose abuse – See Appendix 7

## **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 recognised safeguarding training on a regular basis through CCPAS or other approved trainers. This will generally take the form of bespoke training, arranged between Barton Church and CCPAS or other approved trainers, and will take place at Barton Church. On occasion (and where appropriate), workers will attend a Facing the Unthinkable seminar run by CCPAS (or follow the online learning course).

The Leadership will also ensure that children and adults, including those with care and support needs, 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. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Ross Lusby (hereafter the "Safeguarding Co-ordinator") tel no: 07890 793422 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 Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Lin Irwin (hereafter the "Deputy") tel no: 07711413888. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, 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 Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

The local Children's Social Services office telephone number (office hours) is 03000 41 11 11. The out of hours emergency number is 03000 41 91 91.

The local Adult Social Services office telephone number (office hours) is 03000 41 61 61. The out of hours emergency number is 03000 41 91 91.

The Police Protection Team telephone number is 101 (Ask to speak to the Combined Safeguarding Team).

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Trustees or Pastors to log that a safeguarding concern is being dealt with, Insurance company to log that there is a possibility of a serious incident concerning safeguarding or a Designated Officer (formerly LADO) if allegations have been made about a person who has a role with under 18's elsewhere or similar).
- 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 Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy 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 Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) 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 co-ordinator/ deputy 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 Co-ordinator/Deputy 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.

### **Detailed procedures where there is a concern that an adult with care and support needs is in need of protection:**

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self neglect, forced marriage, modern slavery, domestic abuse

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

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

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

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

### **Allegations of abuse against a person who works with adults with care and support needs.**

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.



## **SECTION 3 - Prevention**

### **Safer 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 (where appropriate) and a self declaration form
- Those short listed have been interviewed (at end of 'probationary period')
- Safeguarding has been discussed at interview (at end of 'probationary period')
- Written references have been obtained, and followed up, where appropriate
- A disclosure and barring check has been completed where necessary (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
- The applicant has completed a probationary period (minimum 3 sessions)
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

### **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 adults, including those with care and support needs, which includes interaction via social media.

See Appendix 8.

## **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 place of worship / organisation.

In the first instance the matter would be referred to the Elders/Trustees, who will appoint the appropriate person(s) to provide pastoral support to those affected.

This could include the Pastors, or local counselling services.

### **Working with offenders**

When someone attending the place of worship / organisation is known to have abused children, or is known to be a sex offender, 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. Any contracts with a sex offender need to be approved by the Leadership.

See Appendix 9 for Clauses to Consider in a Contract for a Sex Offender

## SECTION 5 - Practice Guidelines

As an organisation / place of worship working with children, young people and adults, including those with care and support needs, 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 or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached/will be developed.

See Appendix 10 for Good Practice Guidelines 2017.

### 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 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 adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 1- Leadership Safeguarding Statement**

The Leadership: Barton Church Elders/Trustees [hereafter referred to as Leadership] recognises the importance of its ministry /work with children and young people and adults, including those in need of protection, and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: 17<sup>th</sup> January 2017.

This place of worship/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 adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery 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 in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- 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 co-ordinator/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.

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 an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where 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.

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Ross Lusby – Child Safeguarding Coordinator

Lin Irwin – Deputy Child Safeguarding Coordinator

Ross Lusby – Adult Safeguarding Coordinator

Lin Irwin – Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from Barton Church Office

Signed by leadership/organisation

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Safeguarding is a priority here

**We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.**

We work to a formal safeguarding policy and it can be seen on request from:

\_\_\_\_\_

If you have any concerns regarding the safety or welfare of a child you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
On behalf of the Leadership

## Useful Contacts

CCPAS  
0845 120 45 50

Childline (for children)  
0800 1111

NSPCC  
0808 800 5000

Stop it Now  
0808 1000 900

Through the Roof  
01372 749955

Action on Elder Abuse  
0808 808 8141

Childnet Int  
[www.childnet.com](http://www.childnet.com)

CEOP  
[ceop.police.uk](http://ceop.police.uk)

NAPAC  
020 3176 0560



## **APPENDIX 3 - Signs of Possible Abuse (children & young people)**

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

### **Physical:**

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

### **Sexual:**

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate 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:**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- 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

Neglect:

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

## **APPENDIX 4 - Signs of Possible Abuse in Adults with Care and Support Needs**

### Physical:

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

### Sexual:

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

### Psychological:

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

### Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

## Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitor

## Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

## Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

## **APPENDIX 5 - Statutory Definitions of Abuse (Children)**

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.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

### **ENGLAND**

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

#### **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 for example, via the internet. 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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they

say or how they communicate. 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 (including cyberbullying), 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, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, 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.

## **WALES**

The following definitions of child abuse are recommended as criteria throughout Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, 'Working Together to Safeguard and Promote the Welfare of Children' (2000).

### **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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy'.

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment 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, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) 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 activities, or encouraging children to behave in sexually inappropriate ways.

### **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. It may involve a parent or carer

failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **SCOTLAND**

In 1998 and 2000 The Scottish Office, now the Scottish Executive, published a guide to inter-agency co-operation 'Protecting Children – A Shared Responsibility'. This publication set out a framework for collaboration between Social Work Departments and other agencies.

### **Categories of Abuse**

For recording all cases, the following are standard categories of abuse. Although these are represented as discrete definitions, in practice there may be overlap between categories. In such cases local authorities should enter the name on the Child Protection Register under one main category of abuse although for the purposes of individual case management, the case conference may identify combinations of abuse which the child protection plan will need to address. It may also become necessary to change the category of abuse under which a child is registered as the case progresses.

#### **Physical Injury**

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

#### **Sexual Abuse**

Any child may be deemed to have been sexually abused when any person(s) by design or neglect exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated, or consented, to the behaviour.

#### **Organic Failure to Thrive**

Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

## **Emotional Abuse**

Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.

## **Physical Neglect**

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which will endanger the child.

## **NORTHERN IRELAND**

The following definitions of child abuse are recommended as criteria in Northern Ireland by the Department of Health, Social Services and Public Safety in the document 'Co-operating to Safeguard Children' (2003).

## **Types of Abuse**

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional setting by those known to them or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them.

## **Physical Abuse**

Physical Abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

## **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous 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 involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities. The activities may involve physical contact, including penetrative 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 activities, or encouraging children to behave in sexually inappropriate ways\*.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include non-organic failure to thrive.

## **Significant Harm**

The legislation defining the circumstances in which compulsory intervention in family life is justified in the best interests of children is based on the concept of 'significant harm'. The relevant Articles in the Children Order are Articles 2(2) and 50(3). There are no absolute criteria for judging what constitutes significant harm. However, they may include the degree, extent, duration and frequency of harm.

Sometimes a single traumatic event may constitute significant harm e.g. violent assault, sexual assault, suffocating or poisoning. More often, significant harm is a series of events, both acute and longstanding, which interrupt, change or damage the child's physical and/or psychological development. Some children live in family and social circumstances where health and development are neglected. For them, it is the corrosiveness of long term emotional, physical and/or sexual abuse that causes impairment, sometimes to the extent of constituting significant harm.

\*Sexual activity involving a child who is capable of giving informed consent on a matter, while illegal, may not necessarily constitute sexual abuse as defined for the purposes of this guide. One example, which would fall into this category is a sexual relationship between a 16 year

old and her 18 year old boyfriend. The decision to initiate child protection action in such cases is a matter for professional judgement and each case should be considered individually. The criminal aspects will, of course, be dealt with by the police.

## **APPENDIX 6 - Statutory Definitions of Abuse (Adults)**

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000).

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Incidents of abuse may be one-off or multiple, and affect one person or more.

## APPENDIX 7 - 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 me
- 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

## APPENDIX 8 - BARTON CHURCH WORKERS CODE OF CONDUCT

For working with children, young people and adults, including those with care and support needs.

*Barton Church believes all those involved with caring for children, young people or adults, including those with care and support needs should be fully aware, both that they are in a position of trust, and of the responsibilities that come with this. It is essential that we therefore take all necessary action to protect against sexual activity within relationships of trust. It is also important that there is a culture of dignity and respect towards those being cared for. This Code of Conduct seeks to protect both those who are in positions of vulnerability being looked after from an unequal and potentially damaging relationship; and also those within a position of trust by preventing him/her from entering into such a relationship either deliberately or accidentally by providing clear guidance on which behaviour is/isn't acceptable. Barton Church, will additionally ensure that steps are taken to regularly educate all persons (and those responsible for them) in how to identify and report abuse of trust, and maintain a culture of openness about which behaviour is/isn't appropriate from Barton Church workers.*

All Workers (employed or voluntary) who work with children, young people and adults with care and support needs at Barton are required to adhere to the following: -

- Complete (or provide evidence of) an up to date DBS check, at the relevant level required for the role they are undertaking on behalf of Barton Church.
- Read and familiarise themselves with the Barton Church Safeguarding Policy/Good Practice Guidelines/Social Media and Online Communication Guidelines, and comply with them fully.
- Make every effort to attend Safeguarding Training provided by Barton Church.
- Take the necessary action(s) to avoid/minimise risk of abuse of trust developing, and/or accusations being made.
- Report to a Ministry Team Leader/Safeguarding Officer if there are concerns about particular relationship(s) developing in such a way as could become/be perceived as being an abuse of trust, or if actions/words may be perceived to be an abuse of trust.
- Know how to respond in the event that abuse occurs – including the following: -

- Ensure that they listen appropriately to Children, Young People and Adults with care and support needs.
  - Respect the boundaries and privacy of those being cared for.
  - Report all Safeguarding concerns to the relevant parties, in line with the Barton Church Safeguarding Policy – including the Safeguarding Officer and Deputy Safeguarding Officer.
  - Refer all matters of discipline to the Safeguarding Officer(s) and/or the Elders.
  - Where the Safeguarding matter pertains to concerns about the Safeguarding Officer, Deputy Safeguarding Officer, and one or more of the Elders – to report to a suitable alternative (likely to be one or more of the above) and/or Kent Social Services at the earliest possibility.
- Actively seek to develop an awareness of issues of equality & inclusion – recognising that these rules apply to all, irrespective of gender, race, religion, sexual orientation or disability – of both the worker(s) and the vulnerable person(s)
  - Completely avoid (at any time) engaging in sexual activity of any form\* with children, young people or adults with care and support needs.

\*This includes Sexual Intercourse, Masturbation, Oral Sex or other Sexual Activity – although this list is not exhaustive.

In the event that an accusation is made against one or more workers at Barton Church, the procedure(s) will be as follows: -

- The matter will be immediately referred to the Safeguarding Officer and/or the Deputy Safeguarding Officer, who will in turn refer the matter immediately on to Kent Social Services and Kent Police, as appropriate.
- Where Kent Social Services/Kent Police decide no further action is necessary, the matter will be passed on to the Elders/Trustees of Barton Church if there is still reason to believe that the Barton Church Code of Conduct has been ignored/undermined in some way. Otherwise the matter will be recorded and securely filed, and closed.
- Where matters are referred on to the Elders/Trustees, the Elders/Trustees will discern whether any further action is necessary. This could include: -

- Removal of the worker(s) from the role/position in question.
- The creation of a contract, outlining boundaries for the worker(s) to comply with whilst in attendance at Barton Church.
- Other action(s), as necessary/appropriate.
- All Safeguarding matters will be recorded and securely filed.

I, \_\_\_\_\_ recognise that my involvement at Barton Church places me within a position of trust with children, young people and/or adults with care and support needs, due to the power and/or influence that this presents me with. I therefore agree to adhere fully with the above code of conduct, and understand the course(s) of action that will be undertaken in the event that I fail to do so.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX 9 - Clauses to Consider in a Contract for a Sex Offender

NB this list is NOT conclusive. They are examples of what may need to be taken into account in the particular circumstances of the individual and the place of worship or organisation involved.

### Boundaries

■ I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults

■ I will attend meetings and activities as directed by the leadership

■ I will sit where directed at activities (e.g. religious meetings, social gatherings) and will not place myself near children, young people and vulnerable adults

■ I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and vulnerable adults are in progress

■ I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home

■ I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.

■ I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or vulnerable adults for whom they care

■ I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate)

■ I accept that "z" will provide me with pastoral care.

■ I understand that if I do not keep to these conditions, I may be barred from attending activities.

In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.

■ 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

## **Pastoral care**

As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support you are able to offer.

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of the organisation agree to:

■ Support you in finding suitable employment opportunity which will not bring you into contact with children or vulnerable adults.

■ Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.

■ Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.

■ Work closely as a place of worship / organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.

■ Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.

■ Attempt to meet any practical needs you may have, including assisting with options for accommodation.

■ Support you in joining Circles of Support or any other similar programme.

■ Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of know sex offenders need pastoral care, and 'space' to share without judgement.

■ Be there for you and will support you.

## **APPENDIX 10 - GOOD PRACTICE GUIDELINES 2017**

### **SECTION 1 – APPOINTING NEW CHILDREN’S WORKERS**

The term “worker with children” applies to all those who teach or help in clubs and classes for children who are 18 years old or under. It also includes those who look after children in the crèche and those who lead and co-ordinate children’s activities.

It is important to have information about a potential worker's background. Therefore the selection process should include:

- Except in cases specifically mentioned in section 11, all children’s workers should be "vetted". What this means is:
  - If a person comes to Barton Church then they must have been associated with the church for a significant period of time (typically 3 months) and be sufficiently well known for the same assurance to be given. This decision will be made by the Safeguarding Coordinator with the Safeguarding Administrator.
  - The new worker’s Ministry Team Leader(s) will ask the Safeguarding Administrator to give the relevant documents to the potential worker.
  - The Safeguarding Administrator will give the new children’s worker an application form and self-declaration form to fill in. (S)he will explain that by law all children’s work now requires all potential children’s workers to be subject to a DBS check, which will include details of cautions, reprimands as well as convictions. A criminal record need not prevent involvement in children’s work except for relevant crimes, which would exclude such involvement whether the convictions were “spent” or “unspent” in terms of the Rehabilitation of Offenders Act 1974. On occasions where the new worker has been known to the Safeguarding Officers and Administrator for over a year, only the self-declaration form will be provided.
  - The new worker reads, completes and returns the application and self-declaration form to the Safeguarding Administrator. These are shared with the Ministry Team Leader(s) as appropriate.
  - On receiving the completed forms, the Safeguarding Administrator will email the new children’s worker the invite to complete the DBS process, applicant guide, Safeguarding Policy and Appendices, Equal Opportunities Policy and Code of Conduct.

- The new worker will fill in the DBS form.
- New workers who can provide the Safeguarding Administrator with evidence of a valid/current DBS Check (e.g. because they volunteer with children elsewhere/are signed up to the update service) will not need to fill in the DBS form but the other forms will be required.
- The new worker returns the forms to the Safeguarding Administrator.
- The Safeguarding Administrator will report to the group leader and the new worker when a satisfactory response from the DBS, and references have been received if appropriate.
- There will be a short probationary period, consisting of a minimum of 3 sessions, and a completed DBS check, which will conclude with a conversation between the Ministry Team Leader(s) and the new worker.
- If there are any concerns arising from the DBS, references or the above conversation, the Safeguarding Administrator will speak to the Co-ordinator or Deputy Co-ordinator.
- The Ministry Team Leaders are responsible for ensuring that any worker has taken the necessary steps before the end of the probationary period.
- DBS checks will be repeated at expiry time for each worker currently in post or when a worker returns to children's work and their previous check has expired.

#### **CRITERIA FOR NOT APPOINTING CHILDREN'S WORKERS:**

- Individuals who have previously abused a child or where it is known that the individual has a record of violent behaviour or improper sexual conduct.
- Where someone joining the church has a previous record of abusing children, it will be important to extend love and friendship to the individual, but at the same time ensuring that a frank discussion takes place between the leadership and the person concerned. For both the protection of young people and the adult, there will be a need to ensure that s/he is not left alone with children and it will be necessary to prepare a written agreement clearly stating boundaries – please see the latest Safeguarding Policy/Appendices for more information.

## **SECTION 2 – TRAINING AND SUPERVISION**

It is important that all workers understand the agreed procedures for protecting children.

Basic training on Safeguarding, child development and appropriate discipline measures should be provided regularly (typically each year). This will be organised by the coordinator and involve appropriate people from within the church or from outside.

There should be regular meetings to discuss any difficulties and concerns.

## **SECTION 3 – SUPERVISION AND PRACTICE ISSUES**

- Please note that parental consent forms (for all under 18s) should be completed for all activities (a – g) listed below.

### **a) Kids' Church**

Supervision measures for church activities are necessary to both protect children -and workers from false accusations. Please adopt the following: -

- There should be at least 2 vetted workers per group<sup>1</sup> although subgroups in close proximity to others may each be led by one.
- One to one situations should be avoided wherever possible between a worker and a child.
- Workers without a DBS should not be left on their own with the children.
- There should be a minimum of 3 children to a class
- Children and leaders should be registered at each session (name, date, time).
- At the end of each term all registers should be handed to the Safeguarding Administrator.

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<sup>1</sup> For the purposes of this document a “group” is a section of the children’s work which may comprise of one or more “class” (e.g. infant or junior age groups)

- Awareness of physical touch with children. Some children may not receive affection at home and seek it from adults within the church. Workers should avoid physical touch when alone with a child or children.
- No favouritism to be shown to any children, no matter how well you may know them.
- No physical punishment. It's against the law.
- Risk Assessments should be created for all groups and reviewed annually or following changes of circumstance.
- Avoid disclosing children's names or personal details within public settings.
- Toilet trips must be carried out in groups, and leaders should wait outside and not enter the toilets. DBS checked leaders must be available to supervise any remaining children. Parents must be immediately contacted if their child requires assistance.

#### b) Crèche

- There should be enough crèche leaders on duty each session. The ratios are 1:3 children under 2 years, 1:4 children aged 2 years, 1:8 children aged 3+
- There should be at least 2 workers present at all times, 1 of whom should be vetted. Workers on probation as far as Safeguarding is concerned may be one of the 2 but one must be fully vetted.
- Nappy changing/toilet trips must be left to parents. They should leave mobile numbers for this purpose.
- If there are fewer than 3 children in the crèche then arrangements should be specifically made by the parents of the children concerned.
- Children and leaders should be registered at each session (name, date, time and signature for leaders).
- At the end of each term all registers should be handed to the Safeguarding Administrator.
- No physical punishment. It's against the law.
- Risk Assessments should be created for all groups and reviewed annually or following changes of circumstance.
- Avoid disclosing children's names or personal details within public settings.

### c) Youth (Impact and Momentum)

- There should be at least 2 vetted adults per group.
- A probationary adult must be accompanied by a fully vetted adult.
- A register of all children and adults should be taken each session. At the end of each term this should be passed to the Safeguarding Administrator as soon as possible.
- Parental consent should be obtained for all young people attending the meetings.
- Where applicable, any adult in whose homes any meetings take place should not be left alone with the young people.

### d) Transporting children

- Although it may not be practicable to have more than 1 adult per car, there must be at least 2 vetted workers in any convoy of cars (no more than 3 cars per convoy), which should remain in visible distance of each other.
- All children must wear seat belts
- Children under the height of 135cm OR under 12 years of age are required to use a booster seat.
- Where possible, all children and youth must sit in the rear of the vehicle.
- If the minibus is used there must be at least one worker in the minibus other than the driver. Both of these workers should be vetted.
- It is perfectly acceptable for un-vetted parents to make their own arrangements to bring children to meetings so long as it is an arrangement made amongst the parents themselves and not by the leaders of the meeting, even if that person is one of the parents.

### e) Sleepovers

- Workers should avoid sleeping in the same room as children, but in the case of younger children (under 11s) remain in close proximity to ensure safety and assistance when required.
- A register of all children and adults should be taken each session. This should be passed to the Safeguarding Administrator as soon as possible.
- Children of different gender should not be allowed to sleep in the same room.



- There should be at least 2 vetted workers in the team, 1 of each gender if the children's group is mixed or of the same gender if all female/male.
- There must be a medical approval form for each child, signed by a parent or guardian allowing emergency medical treatment if needed (see appendix 3).
- The ability to contact by telephone the Pastors and/or the Safeguarding Administrator must be maintained.

#### f) Holiday Bible Club and similar activities

- The local council should be informed of such activities, preferably at least 2 weeks in advance.
- There should be at least 1 vetted adult per 8 children or per subgroup of children whichever is smaller. Probationary workers may take this role if there are vetted workers in the same room.
- All children and leaders should be registered on arrival. At the end of the club the register should be passed to the Safeguarding Administrator as soon as possible.
- There should be sufficient extra vetted adults for 2 adults to be able to take children home if needed.
- The time that the activity ends should be clear from the publicity.

#### g) Away Trips & Outings

- Additional risk assessments will be carried out for all away trips and outings.

#### h) Texting

- Parental consent forms are required when texting children/youth about upcoming activities.

## APPENDIX 11 - SOCIAL MEDIA AND ONLINE COMMUNICATION

For working with children and young people.

*Barton Church understands that in our society social media and online communication is becoming an increasingly important platform for communicating with children and young people. We believe that the Church can effectively use social media and online communication as a tool to communicate and develop relationships with young people. Barton believes that all those involved with caring for children, young people or adults, including those with care and support needs should be fully aware, both that they are in a position of trust, and of the responsibilities that come with this. It is essential that we therefore take all necessary action to provide online safety\* for children and young people and to protect against misuse of social media and online communication. This code of conduct seeks to protect both those who are in positions of vulnerability from being encouraged/forced into an inappropriate and unprofessional relationship with the worker which may result in abuse, and also those within a position of trust by preventing him/her from entering into such a relationship either deliberately or accidentally by providing clear guidance on which behaviour is/isn't acceptable.*

### SECTION 1 – GENERAL GUIDELINES

- Children under the age of 11 should not be contacted via social media or online communication platforms.
- Workers should abide by the age restrictions set out by the individual social media or online communication platforms.
- Permission must be obtained from parents of children aged 11 years or older before interacting via social media or online communication platforms.

Workers should:

- Refer any safeguarding concerns/allegations arising from social media or online communication onto the safeguarding co-ordinator.
- Generally maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but not suggest or offer a special relationship.

*\*Online safety* is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology.

- Be clear and explicit about information that they need to share.
- Be circumspect in their communications with children/young people to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.
- Refrain from sharing any personal information with children/young people, or request or respond to any personal information from a child/young person other than that which might be appropriate as part of their role.
- Only make contact with children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church/organisation to communicate with children/young people.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Only contact a child/young person between the hours of 9am – 10 pm when using email/internet for communication with children.
- Refrain from using Skype and any other web camera or visual communication via the internet.

## **SECTION 2 – ONLINE COMMUNICATION**

When contacting a young person online, workers should:

- Use the platform previously agreed with their parents. As a Church we recommend using text, Facebook Messenger and Whatsapp.
- Wherever possible, communicate with young people via group chats.
- When it is necessary to communicate to individuals, it is vital that the worker only uses the parents' preferred platform and all communications take place between 9am and 10pm.
- Ensure that the Overall Youth Team Leader is aware that you are in communication with a young person. This should happen when communication is first initiated by either the worker or the young person. They should also be notified if there are any changes to the nature of the communication.
- Refrain from deleting any of their conversations with young people. If the worker is aware that messages might be lost from their online communication device (eg. because they are getting a new device), then the worker needs to notify Overall Youth Team Leader and back up all relevant data.

- Consider why they are contacting the child/young person. Questions the worker should consider are:
  - Could this wait to be said in person?
  - How will this message come across to the recipient?
  - How would this message come across to outsiders?
- Contact a young person via these platforms if:
  - The worker needs to communicate information about a Youth event or gathering.
  - The worker needs to arrange a one-to-one meeting.
  - The worker wants to see how the young person is doing/encourage them and is not able to do this face-to-face (eg. because the young person has stopped attending events).

### **SECTION 3 – SOCIAL MEDIA GUIDELINES**

#### *a) Facebook*

- Do not send a 'friend request' to a young person.
- If a young person has sent you a 'friend request', then it is your discretion whether you accept or decline that invitation.

#### *b) Instagram*

- Do not request to follow a young person if their Instagram account is set to 'private'.
- If you do not want young people to be able to follow your Instagram account, set your account to 'private'.
- If your account is set to 'private' and a young person has requested to follow you, then it is your discretion to whether you accept or decline that request.
- If a young person has followed you, and their account is set as 'open', it is at your discretion if you follow them back.

#### *c) Twitter*

- Do not request to follow a young person if their Twitter account is set to 'private'.

- If you do not want young people to be able to follow your Twitter account, set your account to 'private'.
- If your account is set to 'private' and a young person has requested to follow you, then it is your discretion to whether you accept or decline that request.
- If a young person has followed you, and their account is set as 'open', it is at your discretion if you follow them back.

d) *Snapchat*

- Do not add young people on Snap Chat.