

HOPE CHURCH SEVENOAKS
SAFEGUARDING: CHILD PROTECTION POLICY

Approved by the Trustees: _____

Next Review Date: _____

KEY CONTACT DETAILS

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Hope Church Kids and Youth Leadership

Name	Title	Age of Group	Email
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Jacci Lucas	Creche Leader	Creche	jacci.lucas@hotmail.com

ABBREVIATIONS

Church	Hope Church Sevenoaks
CL	Church Leadership (Elders & Trustees)
DSL	Designated Safeguarding Lead
Deputy DSL	Deputy Designated Safeguarding Lead
DBS	Disclosure & Barring Service
KCC	Kent County Council

HOPE CHURCH'S COMMITMENT

The Church Leadership, defined for this purpose as the Elders and Trustees of Hope Church (hereafter referred to as CL), recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

As part of its mission, the Church is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection
- Protecting children from maltreatment
- Safe recruitment, supervision and training for all the children's/youth workers within the church
- Adopting a procedure for dealing with concerns about possible abuse
- Encouraging and supporting parents/carers
- Supporting those who have been affected by abuse
- Maintaining good links with the statutory childcare authorities and other organisations
- Keeping policies and procedures up to date, with an annual review as a minimum
- Keeping the CL informed of issues, albeit while retaining any required confidentiality

The safeguarding of children is everyone's business at Hope Church; all have a role to play. This policy and associated child care guidelines are based on models and guidance published by the Thirtyone;eight (formerly CCPAS).

The CL is committed to on-going child protection training for all children/youth workers and will regularly review the operational guidelines surrounding children's and youth work.

For the sake of clarity and for the purposes of this policy, a child is any person under the age of 18 years of age.

This policy includes a range of appendices which contain important aspects relating to child protection.

ABUSE HAPPENS

Regrettably abuse of children happens in our society and we need to be aware of the dangers, signs and concerns and be able to respond appropriately and adequately. It is acknowledged that a child can be abused, harmed or neglected in a family or in a church community setting, usually by someone known to them or, less commonly, by a stranger. Often people involved in abusing or harming a child are in a position of trust (e.g. youth leader, elder, teacher).

The procedures outlined later in this document specify the action to be taken if it is suspected that a child may be being abused, harmed or neglected.

Categories of abuse, which are covered in more detail in Appendix A, are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Spiritual abuse
- Neglect

Other forms of abuse can include peer-to-peer (bullying), child sexual exploitation, female genital mutilation, honour-based violence and radicalisation.

We will also be alert to the potential need for Early Help (see below) for a child who:

- is disabled and has specific additional needs
- has special educational needs
- is a young carer
- is showing signs of engaging in anti-social or criminal behaviour
- is in a family circumstance presenting challenges for the child such as substance misuse, adult mental health problems or domestic violence and abuse
- is showing early signs of abuse or neglect

Early Help is a facility provided by Kent County Council and other local authorities. The Early Help service works with children, young people and families where there are indicators of emerging difficulties or additional needs. These needs can include anything that affects the health, development, wellbeing and safety of children and young people.

POLICY FRAMEWORK

Policy

This document covers the policies and procedures for children's and youth workers in their work at Hope Church. The trustees of Hope Church have approved this document and it is accepted and endorsed by the elders. It draws on good practice guidance provided by Thirtyone;eight and requirements of relevant legislation.

Key People

The Head of Safeguarding working together with the trustees have been given delegated authority to oversee Hope Church's child protection framework and operation. Regular reports are provided by the Head of Safeguarding to the CL while maintaining necessary confidentiality. In addition, the

church has appointed a Designated Safeguarding Lead (Angie Waschefort) and Deputy Designated Safeguarding Lead (Jacci Lucas) who acts as the focus for any day to day issues and concerns that may arise. They are the first port of call for children's and youth leaders to talk to. Contact details are on page 1.

External Links

Links with relevant agencies – in particular KCC and Thirtyone;eight - are fostered and maintained. The intention is to ensure that Hope Church is provided with continuing general and specific advice when needed and to facilitate any reporting of concerns to the appropriate authorities.

Records

A range of records are maintained centrally and by the Head of Safeguarding, in a secure manner and in accordance with the General Data Protection Regulation. These are:

- **Workers:** application forms, reference forms, DBS check details, summary of DBS workers (provided semi-annually to the trustees).
- **Groups:** Signed *General Information and Consent Forms* and group registers
- **Youth Trips:** Signed *Day visits and activities forms*, Signed *Camps & Residential Holiday, Health, Information & Consent Form*
- **Concerns:** records relating to concerns raised regarding individual children or young people, a logbook with all concerns raised
- **Accidents:** accident books, incident form to parents

Recruitment

Safe recruitment is a vital component of safeguarding. Appointment decision first must be approved in principle by the Creche Leader (for children age 0-4), Head of Kids (for children age 4 – 11) or Youth Leader (for children 11 – 17).

Then, the formal part of the appointment process (application forms, reference requests, DBS checks) is undertaken.

Once all forms references and the DBS check are completed, a decision is taken to finalise the appointment process. This decision is taken by the Head of Safeguarding together with the elders and will include a risk assessment if the DBS check contains any issues. Only when that decision is taken will the individual be permitted to be placed on the list of workers for a group and added to any rotas. See Appendix B.

Whistleblowing

Hope Church encourages whistleblowing so that any concerns about an employee or volunteer can be brought to the attention of the CL through the safeguarding team. If, after an assessment, an individual is suspended, removed or dismissed from responsibilities or a role with children or young people, the Disclosure & Barring Service will be informed. Throughout this process, there is a need to maintain confidentiality and to ensure fairness while also maintaining protection of children as a central core.

Children Move Away

If a child about whom concerns have been raised or an individual where safeguarding related

questions have come to the fore, moves to another church, that church will be informed where possible.

RESPONDING TO CONCERNS OR ALLEGATIONS OF ABUSE

Under no circumstances should anyone carry out their own investigation into an allegation or suspicion of abuse. Concerns, suspicions and allegations must be reported as soon as possible to the church's Designated Safeguarding Leads (DSL/Deputy DSL) (see page 1) who is appointed by the CL to act on its behalf in dealing with any allegation or suspicion of abuse, etc.

There is a requirement for the DSL/Deputy DSL to inform the elders of a suspicion or that an allegation has been made, although details will be kept confidential. If a referral is made to the authorities, the wider CL will be informed of the fact although, once again, details will be kept confidential.

There is also a requirement to inform the church's insurance provider if an allegation has been made against an individual within the church or if an incident occurs on church premises. If the suspicions or allegations implicate the DSL or Deputy DSL, the report should be made in the first instance to one of the church elders (contact details on the front sheet) and the chairman of trustees (see page 1).

If none of these are available, advice can be sought from the Thirtyone:eight (formerly Churches' Child Protection Advisory Service (CCPAS)) and KCC Children's Social Services. Contact details are on page 1.

Suspicious must not be discussed with anyone other than those nominated above. A written record of the concerns should be made at the earliest opportunity and kept in a secure place before being passed to a DSL or Deputy DSL.

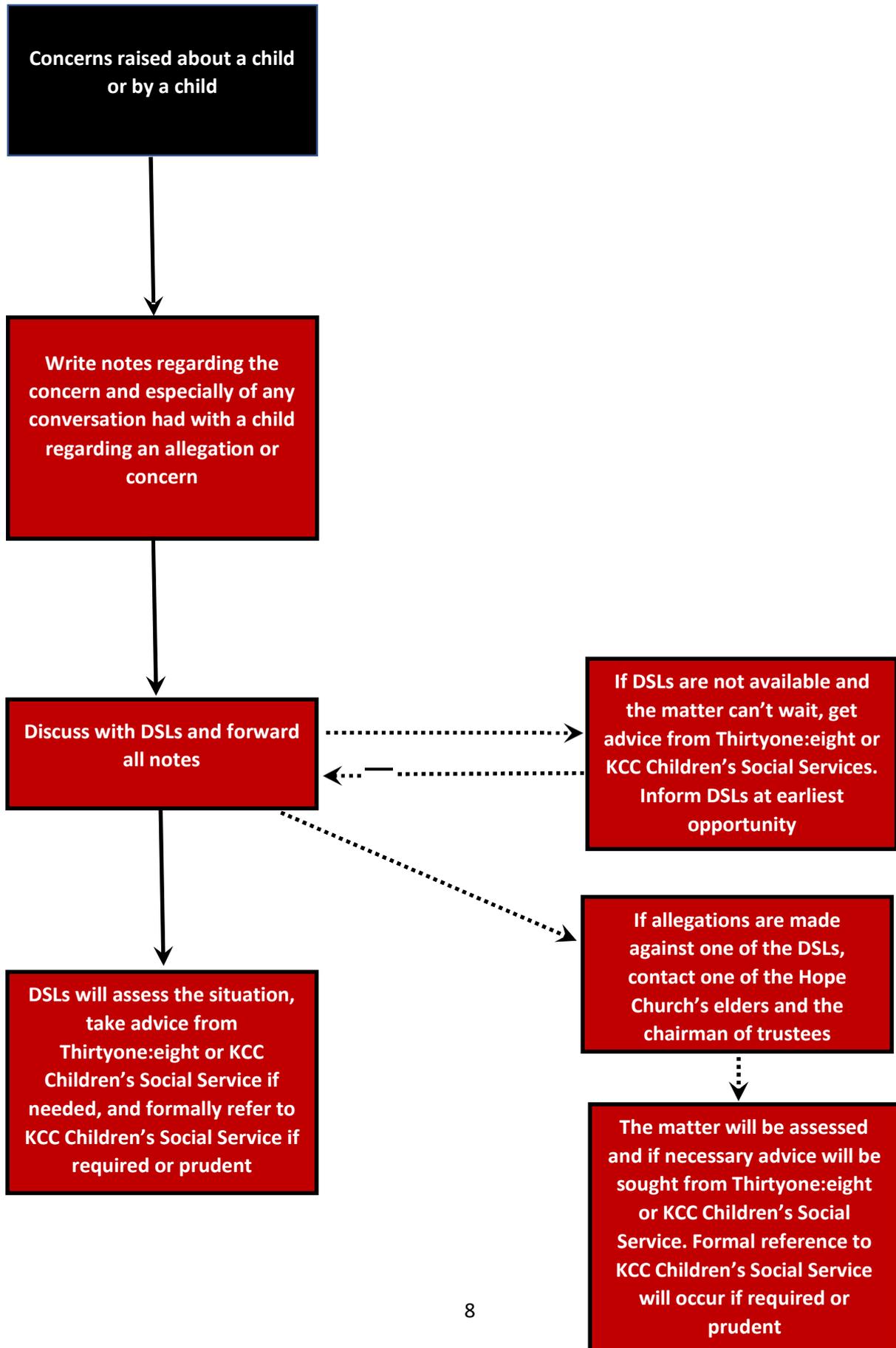
Whilst allegations or suspicions of abuse will normally be reported to the DSL or Deputy DSL, the absence of the DSL/Deputy DSL should not delay seeking advice from Thirtyone;eight or KCC Children's Social Services if urgency is an issue.

It is the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from Thirtyone;eight, although the CL hopes that members of the church will use the church's procedure in the first instance. If, however, the individual with the concern feels that the DSL or Deputy DSL have not responded appropriately or where they have a disagreement with the DSL or Deputy DSL as to the appropriateness of a referral, they are free to contact an outside agency direct. By making this statement the CL demonstrates the commitment of the church to effective child protection.

The CL will support the DSL and Deputy DSL in their roles 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.

The DSL group will meet regularly to review issues relating to safeguarding, to provide insights into process and to forward any concerns about the policy for consideration to the relevant trustees.

If an accusation is made against a worker, paid or voluntary, that individual's role in children's and youth work will be reviewed and suspension from involvement will be considered. The role of the DSL and Deputy DSL is to collate and clarify the precise details of the allegation or suspicion. If needed there will be consultation with Thirtyone;eight and/or KCC Children's Social Services. It is Children's Social Services task to investigate the matter under Section 47 of the Children Act 1989 if formal referral is made.



TALKING TO CHILDREN WHERE ABUSE IS SUSPECTED OR ALLEGED

Where a child or young person makes an allegation of abuse:

- Stay calm, listen carefully to what is being said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others - do not promise to keep secrets under any circumstances
- Allow the child to continue at his/her own pace
- Ask questions for clarification only and at all times avoid asking leading questions
- Reassure the child that they have done the right thing in telling you
- Do not be judgemental
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- Pass this information on immediately as indicated above
- If a child or young person has disclosed abuse, consideration should be given to whether or not it is safe for a child to return home to a potentially abusive situation. On these rare occasions, and particularly if the DSL/Deputy DSL is not available, it may be necessary to take immediate action to contact Kent Children's Social Services to discuss putting safety measures into effect.

SUPERVISORY ARRANGEMENTS WITHIN CHURCH GROUPS

We aim to protect children from abuse and our team members from false allegations by adopting the following guidelines:

- Every child or young person will require to have a signed *General Information and Consent Form* (Creche, Hope Kids and Ignite each have their own unique forms) completed by a parent or carer, and reviewed every 2 years. The signed forms will be held in the church office by the Head of Safeguarding
- We will keep a register of all children attending our activities
- We will keep a register of all those staffing activities (both paid staff members and volunteers)
- Our team members will record any unusual events and any accidents will be written into the accident book. (Note: there is an accident book in every Kids Room)
- Where possible leaders should not be alone with a child, although we recognise that there may be times when this may be necessary or helpful. Where possible alert another leader that a conversation is taking place
- Children should be treated with dignity and respect in attitude, language and actions
- Be aware of your surroundings, particularly of any health and safety issues present. If the latter cannot be addressed quickly and easily, advise Hope Church's health & safety officer as soon as possible (see Page 1)

Guidance regarding the approach to children and young people is to be found in Appendix D.

SUPPORT AND TRAINING

Hope Church is committed to the provision of safeguarding training for all children's and youth leaders and anyone involved in Hope Church's outreach or ministry activities where interaction with children is likely. Everyone must undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at least annually. Anyone that does not attend the annual training will not be able to continue in their role until they have completed the training. There will be opportunities for anyone that has not completed the training throughout the year to attend a training session which will be held by the Head of Safeguarding regularly.

We will provide leaders with the opportunity to contribute to and shape safeguarding arrangements and the child protection policy by considering leaders' views and personal safeguarding experiences.

SUPPORT TO THOSE AFFECTED BY ABUSE

The CL is committed to offering pastoral care and support, working with statutory agencies as appropriate, to those attending the church who have been affected by abuse. If support is being provided, appropriate supervision and oversight will be put in place.

WORKING WITH OFFENDERS

When someone attending the church is known to have abused children, the CL will work with the offender, drawing up a risk assessment plan which will be enacted and reviewed regularly (as a minimum every three months). In its commitment to the protection of children and to protect the abuser pastorally, boundaries will be set for that person which they will be expected to keep. There is a duty to cooperate with statutory authorities where there is a known risk. The church retains the right to agree or decline involvement of an individual in Hope Church.

CONFIDENTIALITY

At Hope Church we recognise that all matters relating to child protection and safeguarding are sensitive and are only discussed with the individual and with others who need to know. The DSL and Deputy DSL will disclose personal information about a child to the elders on a need to know basis only. Data obtained for one purpose should not be used for a different purpose. See Appendix J for guidance on data protection.

COMMITMENT OF THE ELDERS AND TRUSTEES

The CL is committed to safeguarding practices which protect children from harm; this commitment is shared by all those who lead or work in children's and youth groups. The trustees have formally approved this policy and it is accepted by the whole CL. The trustees will ensure that this Safeguarding and Child Protection Policy is fully reviewed and/or revised on an annual basis or sooner if required. This policy will be made available to all who work with children and young people at Hope Church and is freely available on request.

APPENDIX A

TYPES OF ABUSE AND NEGLECT

Sources include: "Working Together to Safeguard Children", HM Government, July 2018 and "I Want to Understand Spiritual Abuse", CCPAS

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Often there are physical signs of such abuse (e.g. unusual bruising) but there can also be indications of withdrawal or distress. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a 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 cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

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: 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.

Spiritual: this is the coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has "divine" position and isolation from others, especially those external to the abusive context.

Child Sexual Exploitation: a person under 18 is sexually exploited when they are coerced into sexual activities by one or more person(s) who have deliberately targeted their youth and inexperience in order to exercise power over them.

Child sexual exploitation may occur using technology without the child's consent or immediate recognition; for example, through being persuaded to post sexual images over the internet or through mobile phone images. Child sexual exploitation is often conducted with actual violence or the threat of violence. This may be threats towards the child, or her or his family and may prevent the child from disclosing the abuse or exiting the cycle of exploitation. Indeed, the child may be so confused by the process, that they do not perceive any abuse at all.

Forced Marriage: A forced marriage is where one or both spouses do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure.

Female Genital Mutilation (FGM): This constitutes all procedures which involve the partial or total removal of the female external genitalia or other injury to the female genital organs, whether for cultural or any non-therapeutic reason.

Peer on Peer Abuse (includes bullying): Abuse committed by a person under the age of 18 against another under the age of 18 will be regarded as Peer on Peer abuse. It may include domestic abuse, sexual exploitation, harmful sexual behaviour and serious youth violence.

Signs of such abuse may include a student being withdrawn, displaying age inappropriate sexual behaviour or other unusual changes in behaviour. Abuse is abuse and should never be tolerated as banter or part of growing up.

Honour Based Violence: Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. Crimes of 'honour' do not always include violence. Crimes committed in the name of 'honour' might include domestic abuse, threats of violence, sexual or psychological abuse, forced marriage, being held against your will or taken somewhere you don't want to go and assault.

Radicalisation: Radicalisation is a process which somebody goes through in order to become involved in extremist activities or terrorism, from a starting point of having no particular strong opinions or being a moderate person through to holding some extremist views, and it can be a process that happens online or in meeting people. Their conversations and their opinions are gradually changed over time.

APPENDIX B

APPOINTMENT PROCESS

No person shall be permitted to work with children and young people unless appointed to such purpose by the Creche Leader, Head of Kids and Youth Leader. With a final decision made by the Head of Safeguarding and elders.

The appointment process contains some key components:

- Appointment decision by the Creche Leader (for children age 0-4), Head of Kids (for children age 4 – 11) or Youth Leader (for children 11 – 17)
- Completion of application form
- The taking up of references by the Head of Safeguarding
- Disclosure & Barring Service check
- A decision is taken to finalise the appointment process. This decision is taken by the head of safeguarding together with the elders. Only when that decision is taken will the individual be permitted to be placed on the list of workers assuming no questions were raised by the DBS check. If any issues are raised a risk assessment is undertaken by the head of safeguarding together with the trustee(s).

Recruitment and Appointment of Workers and Volunteers

The Creche leader, Head of Kids or Youth Leader will ensure all kids/youth workers will be appointed, trained, supported and supervised in accordance with the principles set out in government and church practice guidelines. All kids'/youth workers will be required to attend training sessions run by the church, which will occur at least annually.

No person shall be appointed to work with children without agreement of the Head of Safeguarding. Appointment will only be agreed if enough time has elapsed for that individual to be assessed as suitable. Application forms will be required to be completed, Disclosure & Barring Service checks will be made, personal references will be taken and interviews may be arranged.

Appointed workers with children and young people shall be 18 years of age and over. Those under the age of 18 assisting in groups will be called Junior Helpers and will work under supervision, never being alone with children.

The church has a legal responsibility to refer information about individuals who may pose a risk to children to the Disclosure and Barring Service.

List of Appointed Staff

The church will keep a register of all kids and youth workers electronically which will be available on request by statutory authorities where we have a duty to co-operate. All other requests will need to comply with the prevailing data protection legislation.

DBS Checks & Records

DBS checks will be undertaken for all people over the age of 18 who are tasked with working with children. Those under the age of 18 who are assisting in group will be regarded as Junior Helpers, working under supervision, and will not normally be DBS checked.

As part of our robust recruitment process at Hope Church we have a process to assess the suitability of the individual to the role. This includes an application, interview and informal discussions, the taking up of references and the processing of DBS certificates.

The DBS application is the final stage of our recruitment process but also requires an assessment of the information that is provided and appropriate decisions as to next steps to be made. This is undertaken by the head of safeguarding.

If the DBS certificate is clear then, under normal circumstances, the person would be cleared to work within the applied-for area. If the DBS is not cleared, a request will be made to the individual to see the certificate and a risk assessment will be made as to the suitability or continued suitability to appoint the person to the role.

A criminal conviction does not necessarily bar someone from working with children and/or vulnerable adults, but several factors will be assessed to make a decision, including:

- Whether the information in its entirety was declared by the individual on the self-disclosure form
- The type of offence and its relevance
- The date of the conviction
- The length and type of sentence
- Other previous convictions and volume
- Rehabilitative factors including current support or supervision by statutory services
- Media and public perception considerations
- Other information or advice from statutory agencies or from ThirtyOne:Eight (CCPAS)

A decision will then be communicated to the individual as to the continuance of the appointment or not. In either case a written record of the decisions and the reason for it will be kept on file.

APPENDIX C

ONE-OFF EVENTS

Day Visits & Activities

Day visits and activities that take place away from the church's premises should have leadership cover, that at least meets minimum guidelines (see Appendix D). However, certain types of activities will require a higher ratio of leaders to children/young people and this should be assessed on a case-by-case basis.

A *Day Visits and Activities Form* should be completed, and the signed form will be held centrally by the head of safeguarding on file in the church office. A photocopy to be carried by the group leader during the event/activity. Photocopies should be shredded once the activity is over.

Residential Based Activities

Residential activities either away from the church's premises or on it should have leadership cover, that at least meets minimum guidelines (see Appendix D). However, it may be appropriate, depending on the age and gender mix of the children/young people, to have a higher ratio of leaders to children/young people and this should be assessed on a case-by-case basis.

A *Camps & Residential Holiday, Health, Information & Consent Form* should be completed, and the signed form will be held centrally by the head of safeguarding on file in the church office. A photocopy to be carried by the group leader during the event/activity. Photocopies should be shredded once the activity is over.

APPENDIX D

GUIDANCE FOR CHILDREN'S AND YOUTH MEETINGS

General Information and Consent Form

Every child or young person joining a group should have a *General Information and Consent Form* completed and signed by a parent or guardian at the earliest opportunity. Creche, Hope Kids and Youth have their own unique joining forms. All signed joining forms will be held centrally by the head of safeguarding in the church office.

The *General Information and Consent Form* will include, inter alia, emergency contact details, information on allergies (food or otherwise) and/or relevant medical conditions, parental responsibility for delivery and pick-up of the child/young person to/from the group and the provision of refreshments. These forms should be reviewed at least every two years to ensure that information is current.

Keeping Records

A register of children or young people attending a club or activity should be maintained, together with a register of the workers present. A record of departure times should be maintained if the child/young person does not attend the whole session. Group leaders should be aware of other people/events in the building and should supervise accordingly. Attendance records should be kept centrally in the church office.

Workers should write down unusual events or conversations, recording what they witnessed, and inform the church's DSL/Deputy DSL if deemed to be significant or if a cumulative pattern of concern emerges.

Adult/Child Ratios

Below are ratios of adults to children that will apply for a specific indoor/outdoor activity or one-off holiday club events, although it should be regarded as a minimum for any residential activities. These are the ratios required in regulations governing day care for under 8's.

Adults : Children

Under 2 yrs 1 : 3

2 years 1 : 4

3-8 years 1 : 8

For children over 8, there is no official guidance. A suggested ratio for internal events is two adults (preferably one of each gender) for up to 20 children, with an additional leader for every 10 further children. Following a risk assessment, this ratio would need to be increased for outdoor activities or residential events, and more so if that activity is considered high risk or dangerous, or when catering for children with disabilities/special needs. There should always be more than one adult for any group and at least one should be female.

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

For any group meeting on its own in the building, there needs to be a minimum of 3 workers present.

Parental Presence

Where parents are intended to be present, overall supervision by appointed and DBS checked workers is essential. Whilst a person present may be a parent/carer for one or more of the children, to the rest of the children they are strangers.

Be aware that for some children with special needs it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

Listening to Children

Whilst the church leaders and worker are there to listen to and talk with children, it must be remembered that children will often decide themselves who they want to talk to. Because of this, all adults, including the children's or youth workers, need to understand the importance of listening to children and responding appropriately.

The children's or youth workers need to communicate effectively to children/young people that they are valued, that what they say is important and that there are people happy to listen to them.

If a child wants to talk:

- Suggest where you might talk
- Offer the child/young person privacy but remember their and your safety
- Remember not to promise confidentiality
- A child/young person may not be wanting to talk about abuse
- Be aware of how to respond if a child/young person does disclose abuse

Physical Contact with Children

Keep everything public. A hug in the context of a group is quite different from a hug behind closed doors. Touch should be related to the child's needs, not the worker's. Touch should be age-appropriate and initiated by the child rather than the worker.

Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child. Children are entitled to privacy to ensure personal dignity. Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

When giving first aid (or applying sun cream etc.), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.

Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued. Concerns about abuse should always be reported. Please note section on toilets below.

Discipline

Ask God for wisdom, discernment and understanding for the children in your care. Work on each individual child's positives. Do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.

Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself. Take care to give quieter and well-behaved children attention and resist allowing demanding children to take all your time and energy.

Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation. If children are bored, they often misbehave, so review your programme regularly.

NEVER smack or hit a child and do not shout. Change voice tone if necessary. Discipline out of love, NEVER in anger. (Call on support from other leaders/workers if you feel so angry you may deal with the situation unwisely.)

Lay down ground rules and make sure that the children understand what action will be taken if not kept. Every child is unique and will respond in different ways to different forms of discipline. It follows, therefore, that each child should be dealt with on an individual basis.

Some children tend to be disruptive in a group. This can be for a variety of reasons, often for attention. Give them a chance, warn them and only separate if they are disruptive as a last resort.

Guidelines for discipline

When a child is disruptive let the child sit right in front of you or get a leader/worker to sit next to them, be proactive and encourage leaders/workers to be proactive rather than wait to be asked to deal with a situation.

At the earliest opportunity, small group leaders should take a disruptive child to one side, speak to them and try to establish any reason for the upset, engaging with them to change their behaviour.

If a child/young person continues to be disruptive:

The small group leader will inform the child/young person that they may be asked to go outside the room or go under supervision. If the behaviour continues, advise your group leader, who will take the disruptive child to one side, speak to them and if necessary, supervise the child for the rest of the session. If this is not possible, or the child continues with the disruptive behaviour, contact the head of kids (Angie Waschefort: 078 549 660 50). The head of kids will take the child for a timeout, speak to them and engage with them to encourage them to change their behaviour.

If the behaviour continues over a period of several sessions, advise the head of kids. The head of kids will set up a meeting with the parents/carer of the child and formulate a care plan together with the parents/carer consulting with the DSL's.

If a child/young person is harming themselves, another person or property then other children/young people present should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request the child/young person to STOP. If your request is ignored, you might need to warn the individual that you will consider calling for additional help (e.g. parents, police), if they do not stop. If the child poses a serious risk to

themselves or others, the police should be contacted to prevent harm. In exceptional circumstances and with assistance, you might need to intervene to prevent them from harming themselves, others or property whilst you wait for the parents or police.

Toilets

Children should be accompanied to the toilet area by two DBS checked leaders. Unless assistance is required, as either a function of age or disability, one leader should merely wait outside the toilet block and then escort the child back to the group. The second leader should only be able to see the first leader accompanying the child.

If assistance is required, this should have been notified on the *General Information and Consent Form* where permission is given.

If a child wets themselves, call a parent immediately if on site. If a parent is not available, there is a duty of care to the child. Try to contact a parent and, if a parent cannot attend quickly, get permission to act. If unable to contact a parent, deal with the matter sensitively and promptly. Any action taken by those other than parents should always be in the presence of two DBS checked people.

If children are still wearing nappies, the parents of the child should be contacted as soon as possible if a nappy has been soiled, nappies should not be changed by Kids Workers.

Food & Drink

Permission will be sought on the *General Information and Consent Form* to serve refreshments. This form will request information about relevant medical conditions and any food allergies. Normal hygiene standards are expected to be maintained.

APPENDIX E

Health & Safety

All those involved with children and young people will be required to make themselves aware of relevant health and safety requirements.

First Aid

Where possible, children's and youth groups will have a qualified first aider on the premises during meetings. Hope Church undertakes to arrange training for those volunteering to be first aiders.

A list of those with current first aid certificates will be maintained electronically and will be available on request.

First aid boxes are maintained in the church and there is a process in place for recording any accidents requiring attention or first aid. A first aid box and the accident report book are in all kid's rooms. There is also a first aid box and accident book located in the church office.

See section on accidents and incidents below.

Accidents & Incidents

An accident book is maintained in the church. (Note: if, for any reason, the accident book is unavailable, an accident report should be filled in on a separate piece of paper with the details transferred to the accident book at the earliest opportunity).

In the event of an accident, parents/carers will be informed by an accident form (Accident and Incident Form for Parents/Carers), which should be signed, returned and filed. A photocopy of the form should be put on file pending return of the copy signed by the parent/carer. The church's DSL or Deputy DSLs should be informed, as should the church's Health & Safety Officer.

Risk Assessments

While there is a formal risk assessment of the building once a year, with a report to the trustees, group leaders should be aware of their surroundings and should identify any risks that might exist in the rooms or space being used. If any risk emerge that cannot be dealt with by simple immediate action, Hope Church's Health & Safety Officer should be informed.

APPENDIX F

Photography

Care must be exercised regarding photographs, videos and web cams of clearly identifiable people.

There are several issues to be aware of:

- Permission (written) must be obtained of all the people (children and adults) who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded. Note: this should not be overlooked if any child or young person has not had a *General Information and Consent Form* signed by the parent/carer, such form specifying whether photography of the individual is permitted or not
- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, or telephone/mobile numbers.
- When using photographs of children and young people, it is preferable to use group pictures
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary

APPENDIX G

Transporting Children

These guidelines shall apply to all drivers involved in the transportation of children and young people, organised by or on behalf of the church or any of its organised groups.

It is important to check if consent has been given by a carer/parent, this is included in the *General Information and Consent Form* signed by the parent/carer, such form specifying whether transportation of the individual is permitted or not.

These guidelines do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Guidelines on transporting children are as follows:

- Only those who have been DBS checked and read and accepted the church's child protection policy should transport children. Each group should have an approved list of drivers if the transport of children and young people is a common practice
- Parental consent should be given for all journeys
- Use of minibuses by Hope Church, for whatever purpose, requires adherence to all current regulation
- Car drivers shall be 21 years of age or over, have held a full driving licence for at least two years and have adequate insurance. The vehicle should be road worthy and, where applicable, should have a current MOT certificate. Drivers should inform their car insurance company that they are involved in or are planning to be involved in the transport of children or young people from the church
- Having checked drivers, it is reasonable to expect that they may be alone with a child for short periods (e.g. dropping off the last child). Consideration could be given to dropping off the least vulnerable child last and plan routes accordingly. Two workers in a car does not in itself guarantee protection for a child - there have been incidents where workers have acted abusively together and in this situation a child could be less protected
- If a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should listen until the journey reaches a natural conclusion. If necessary, seek advice from the DSL or Deputy DSLs. If a subsequent meeting is considered desirable, arrange to meet the child/young person at a location where there are other adults around. (Remember a child/young person may want to talk to the driver about an abusive situation)
- When travelling in groups with more than one vehicle it is good practice to insist children stay in the same groups on the outgoing and return journey. This will avoid the confusion over whether a child has been transported home or at worst left behind
- If travelling in convoy with cars and minibuses, please note that the maximum speed for a minibus is 50 mph on derestricted single lane roads, 60 mph on dual carriageways, and 62.5 mph on motorways
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by a parent, guardian, carer or other appointed person. When a child is dropped off at home, ensure that the child has entered the premises
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular child (e.g. where there has been a disagreement or where a child/young person has a 'crush' on a driver)
- If parents transport their children (e.g. to and from activities), ensure that all are made aware that such arrangements are the responsibility of the parents involved and not the church
- Seatbelts should be fitted and used for all passengers and drivers

- Appropriate child seats (baby seats, child seats, booster seats, booster cushions) should be used for children up to 135 cm in height or their 12th birthday (whichever they reach first)

APPENDIX H

Visiting Children at Home

Children's workers and leaders might need to visit children and their families at home from time to time. The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers.

Appendix H does not apply where a group of youth meet in the home of a youth member or a youth leader where safeguarding guidelines are followed for the purposes of Ignite Home Groups and socials.

Guidelines for visiting:

- Inform the church's DSL, Deputy DSLs or another worker of the proposed visit
- Never go into a child's home if a parent/carer is absent

Keep a written record of the visit detailing the following:

- Purpose
- Time you arrived and left
- who was present
- What was discussed
- The written record should be forwarded to a DSL or Deputy DSL and kept securely on church premises
- If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to the parent/carer if the child is home alone or with other children.
- Do not enter the house if the parent, guardian or carer is absent. Note: if the child is alone and there is deemed to be a safeguarding risk, seek advice from the DSL or a Deputy DSL
- The invitation of a child to a worker's home, other than as part of a group/programme meeting, must only be done with the knowledge and permission of the parent, guardian or carer. Under no circumstances should a child visit a worker without another person being present.

APPENDIX I

Electronic Media & Communication

When using social networking sites (this does not include WhatsApp), children's or youth leaders should not accept or invite children or young people under the age of 18 as "friends" or personal contacts. They should also consider whether the content of their home page is appropriate for children or young people.

Electronic communication with a child or young person should generally relate to group activities or should be in response to electronic communication received. The author of any electronic communication should be clearly identified and, where appropriate, the name of the group should be specified.

No electronic communication should be entered into with a child or young person unless there is an audit trail.

Official church computers should not be used by children or young people for any purpose. Any discovered misuse of church internet access should be reported to the church's DSL or Deputy DSLs

Online Youth Work

Resource: Thirtyone;eight: 'Creating safer places online'

Online youth work can take many forms, but these might include:

- Meeting as a group through an online video chat platform
- Connecting with individuals and groups through messaging software
- Broadcasting activities or video on social platforms
- A video call with a young person and two approved youth workers

It is important to remember that communicating with young people one to one online, whether via messaging or video, is the equivalent of meeting a young person in a room on your own with no one around.

Communicating with groups and holding virtual gatherings via online platforms also presents challenges.

Some risks that should be kept in mind include:

- The opportunity for grooming/sexual exploitation
- Sharing of personal contact details of young people and youth workers
- Inappropriate conversations between young people and workers
- Potential allegations against workers
- Use of apps with age restrictions

Good practise:

As with working one to one with young people in person, there are some ways in which we can still enable safe, work to take place:

Code of conduct

Where you have a Code of Conduct for your group, translate those into what they would look

like when participating in online groups or interactions, for example respectful modes of behaviour and speech, appropriate physical presentation such as clothing, venue, environment and times.

Supervision

As in normal circumstances, unless unavoidable, contact with young people should take place with appropriately vetted and checked workers present and not by any single worker on their own.

Record keeping

Ensure a record is kept of all one to one video calls held and the content covered in each call. If you intend to record these calls in place of the usual safer working arrangements, ensure that permission has been sought and the recording is stored securely in line with your usual safeguarding protocols.

Group calls

In order to minimise risks, always consider whether a group communication can be achieved rather than one to one. Where a one to one video call is required it is good practice where possible to have an additional colleague in the room with the worker and (dependent on the age of the young person) also better to ask if a parent can be in the home of the young person at the same time. Recordings of group calls should not be made unless there is a compelling reason to do so.

Reporting mechanisms

As with online chat groups, having a link to the Child Exploitation Online Protection Centre (CEOP) or agencies such as Childline, NSPCC etc. ensures that young people can report anything they are concerned about in regards behaviour of a worker toward them. You should also ensure that parents are aware of who your Designated Safeguarding officers are in order to discuss any concerns.

Call set-up and admin

Ensure the call organiser has the ability to mute/block participants in the event they are displaying/sharing anything unsuitable or illegal.

Age appropriate apps

Respect the minimum age requirements for video chat enabled platforms and consider a minimum age limit for any one to one chat.

Profiles and devices

Avoid using personal accounts to enable video chats. Use organisational profiles and devices wherever available.

Regular review

Ensure you periodically review these arrangements to identify any poor practice or any challenges to positive and safe engagement.

APPENDIX J

Data Protection

Hope Church recognises the importance of privacy and security of personal information and this policy outlines the way in which information is collected and handled. Hope Church is registered with the Information Commissioner's Office (ICO) and strives to comply fully with data protection law applying in England and Wales. Individuals' rights, as defined by the General Data Protection Regulation, will be respected. The Hope Church's privacy policy is found on the church website: www.hopechurch7oaks.org

Do not collect information about individuals which is not necessary for the purpose intended. Do not ask questions or seek data without ensuring that the information is relevant. If data is given or obtained which is excessive for the purpose it should be immediately deleted or destroyed.

If data is kept for a considerable length of time it must be reviewed and if necessary updated. No data should be kept unless it is reasonable to assume it is accurate. There should be regular reviews of files containing data to ensure that it is not kept for longer than required for the particular purpose.

You should always consider the rights of the individual in respect of their data. These are, briefly, that consent should be obtained if data is to be kept and used for any purpose; that individuals are entitled to know what data is kept about them; and that no personal data must be disclosed to anyone outside or inside the church who does not strictly need to know, without the individual's consent.

Personal data must be kept in a secure place (e.g. in filing cabinet which can be locked or in a room which can be locked when unoccupied). Unauthorised access to any computers that contain personal data should be prevented.

No data can be transferred, even for a legitimate purpose, outside of the EEA (European Economic Area - most of Europe) without the consent of the individual. Further, information about children should not be shared outside Hope Church unless there is an urgent, child protection reason for doing so.